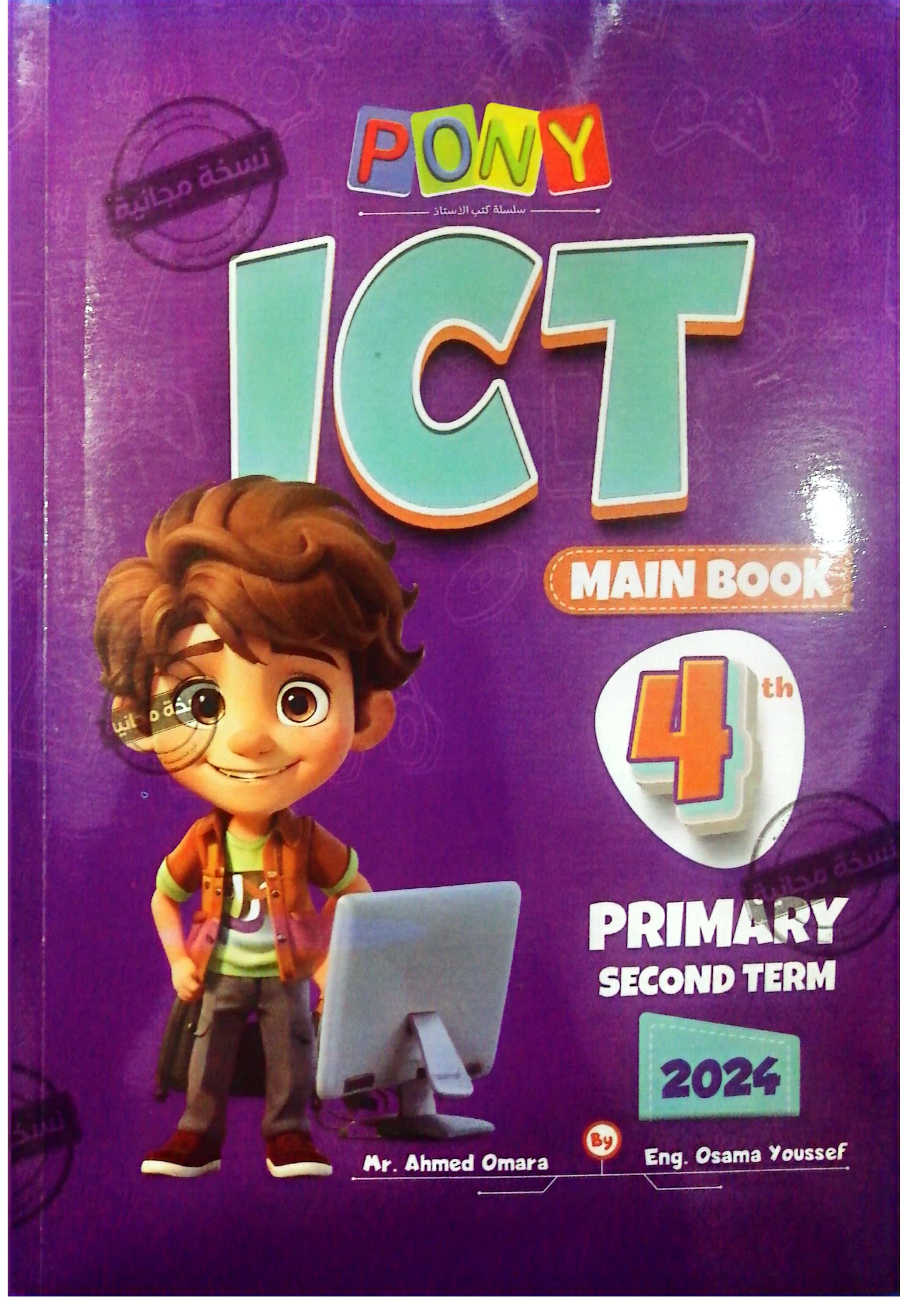

PONY
سلسلة كتب الأستاذ
ICT
MAIN BOOK
4th
PRIMARY
SECOND TERM
2024
By
Mr. Ahmed Omara
Eng. Osama Youssef
نسخة مجانية

PONY

ICT

4th Primary

Second Term

By

Mr. Ahmed Omara

Eng. Osama Youssef



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Theme 3

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Theme Lessons:



Scope and Sequence

Theme 3 Digital Citizenship

Essential Question: How can ICT tools benefit our lives



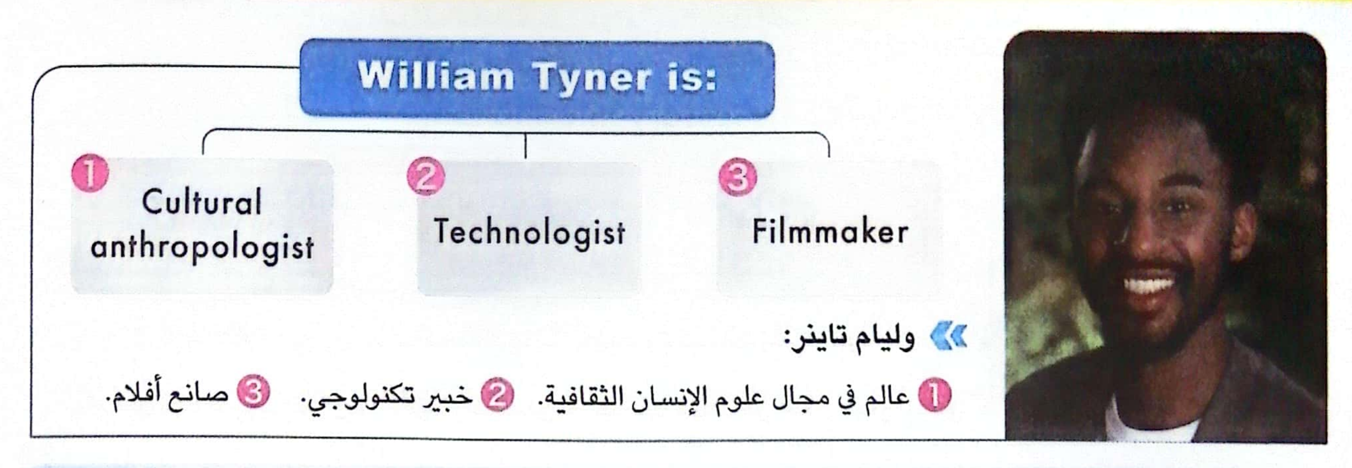
Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• The use of digital technology in daily life. • Virtual communities. • Digital citizenship.	**Learning to know:** Critical thinking: formulate questions	**Academic values:** Appreciation of technology	**Globalization issues:** Digital citizenship
LESSON 2 Digital Citizenship	• Digital citizenship. • The safe and ethical use of ICT tools.	**Learning to be:** Sharing **Learning to live together:** Communication	**Co-existence values:** Tolerance and acceptance of others	**Globalization issues:** Digital citizenship **Citizenship issues:** Awareness of rights and responsibilities
LESSON 3 Positive Impacts of ICT	• The benefits of ICT • Education 2.0 and the Egyptian Knowledge Bank. • Ways to support ICT in the learning process.	**Learning to be:** Sharing **Learning to live together:** Communication	**Work values:** Proficiency; cooperation	**Globalization issues:** Technological awareness **Discrimination issues:** Equal access for people of determination
LESSON 4 Internet Communication	• Online communication • Difference between synchronous and asynchronous communication.	**Learning to know:** critical thinking **Learning to live together:** Communication	**Academic values:** Appreciation of technology	**Globalization issues:** Civilizational communication
LESSON 5 How to Use E-Communication	• E-communication etiquette • Video chats, email, and other forms of online communication. • ICT proficiency.	**Learning to be:** Empathy **Learning to do:** Cooperation	**Co-existence values:** Respect	**Globalization issues:** Civilizational communication
LESSON 6 Online Learning Environments and Sources	• Virtual labs, interactive maps, and other online environments • The use of online sources in academic research.	**Learning to do:** Negotiating **Learning to know:** Problem solving	**Work values:** Perseverance	**Globalization issues:** Digital citizenship
LESSON 7 Planning Digital Searches	• How to plan and conduct research online. • How to present information using online sources. • How to tell the difference between reliable and unreliable sources.	**Learning to do:** Productivity **Learning to know:** Creativity	**Personal values:** Independence **Academic values:** Objectivity, curiosity, and honesty	**Citizenship values:** Participation in scholarly research
LESSON 8 Synchronous and Asynchronous Communication	• Communication that involves ICT tools. • How to use synchronous and asynchronous communication with teachers and classmates. • How to report findings using digital tools.	**Learning to do:** Decision making **Learning to know:** Critical thinking	**Work values:** Transparency and integrity **Personal values:** Independence	**Citizenship values:** Participation in scholarly research



Digital technologies are bringing many new opportunities to learn, research, and communicate. We can make use of technology to find out the news, to do school projects, and to socialize.

In this theme, you will learn about the positive impact that ICT applications have across many different areas and for different kinds of people. You will also examine different communication methods and learn to select the correct method for each situation.

Lesson 1 Explorer in Action



- Tyner uses different types of digital technology in his work to find real solutions for problems that benefit local communities.
- He thinks that using technology in a positive way helps people become successful digital citizens.
- He believes that digital communication is important to:
  1. Exchange opinions.
  2. Build good relationships.

- يستخدم تاينر أنواعًا مختلفة من التكنولوجيا الرقمية في عمله لإيجاد حلول حقيقية للمشاكل التي تفيد المجتمعات المحلية.
- يعتقد تاينر أن استخدام التكنولوجيا بطريقة إيجابية يساعد الناس على أن يصبحوا مواطنين رقميين ناجحين.
- كما يعتقد أن التواصل الرقمي مهم من أجل: 1 تبادل الآراء. 2 بناء علاقات جيدة







- Mr. Tyner works with different organizations to build easy-to-use digital tools and apps.
- These tools connect individuals with helpful people or services by providing necessary information.

EX If it is difficult to pay a bill, you can use an app to access the service you need.

- يعمل السيد تاينر مع مؤسسات مختلفة لإنشاء أدوات وتطبيقات رقمية سهلة الاستخدام.
- تعمل هذه الأدوات على ربط الأفراد بأشخاص أو خدمات مفيدة من خلال توفير المعلومات الضرورية.

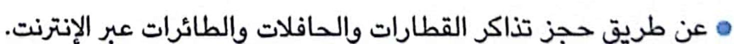
مثال: إذا كان من الصعب دفع فاتورة، يمكنك استخدام أحد التطبيقات للوصول إلى الخدمة التي تحتاجها.

The Importance of Digital Tools for Egyptian Citizens

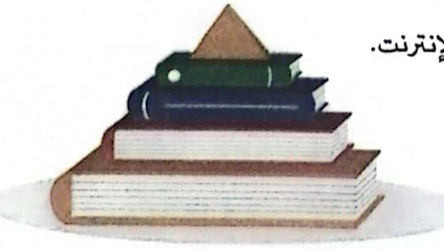
1. Travel has become more convenient (easier).
   - By booking tickets for trains, buses, and airplanes online.
2. Visiting historical and cultural sites easily.
   - By purchasing tickets online.
3. A wealth of information is now available.
   - By visiting the EKB website.

أهمية الأدوات الرقمية للمواطنين المصريين:

1. أصبح السفر أكثر راحة (أسهل).



   - عن طريق حجز تذاكر القطارات والحافلات والطائرات عبر الإنترنت.
2. زيارة المواقع التاريخية والثقافية بسهولة
   - عن طريق شراء التذاكر عبر الإنترنت
3. إتاحة ثروة من المعلومات
   - من خلال زيارة موقع بنك المعرفة المصري.



Egyptian Knowledge Bank
بنك المعرفة المصري

Exercises on Lesson 1

1 Choose the correct answer:

1. William Tyner uses digital .... to solve problems in his work.
   a. traveling b. money c. technology d. playing
2. Using technology positively helps people become .... digital citizens.
   a. genius b. inactive c. successful d. stupid
3. .... helps people build good relationships and exchange opinions.
   a. Digital communication b. Digital footprint
   c. Digital piracy d. Digital privacy
4. Traveling by trains and planes has become easier due to the possibility of booking tickets through...........................
   a. travel companies b. the internet
   c. booking offices d. facebook

(بورسعيد – الإدارة التعليمية 2023)

5. .... is an Egyptian digital library full of beneficial information.
   a. The EKB b. Facebook c. Social media d. google
6. Visiting historical and cultural sites becomes .... by purchasing tickets online.
   a. difficult b. easier c. inconvenient d. boring

2 Put (✓) or (✗):

1. William Tyner is a cultural anthropologist, technology expert, and filmmaker. (   )

(الأزهر الشريف -منطقة الإسكندرية - 2023)

2. Using technology negatively helps you become a successful digital citizen. (   )
3. William Tyner works to find solutions to problems that benefit local communities. (   )

4. Mr. Tyner builds digital tools that connect individuals with helpful people or services. (   )
5. ICT tools are not important for communication between people. (   )
6. Travelling becomes more convenient by booking tickets online. (   )
(الإسكندرية -إدارة وسط 2023)
7. The EKB is considered one of the most important Egyptian digital libraries. (   )

3 Complete the following using the words between the brackets:

(Digital books – digital citizens – EKB – digital technology – interactive whiteboard – computers)

1. William Tyner uses .... to find real solutions for problems.
2. William Tyner believes that using technology in a positive way helps people become successful ....
3. ...., ..., and .... are examples of ICT tools.
4. The .... provides valuable information for Egyptian citizens online.

4 Label each image from the following with the correct name:

1		....	a. Egyptian Knowledge Bank
2		....	b. Ministry of Tourism and Antiquities
3		....	c. Ministry of Education
4		....	d. Ministry of Health and Population
5		....	e. Egyptian National Railways

Lesson 2 Digital Citizenship

Digital Citizenship
المواطنة الرقمية

» It is the ability to use digital technology ethically, responsibly, and safely to:

1. Get the benefit of digital technology.
2. Protect your digital footprint.

« هي استخدام التكنولوجيا الرقمية بشكل أخلاقي وآمن ومسئول؛ بهدف:

1. الاستفادة من التكنولوجيا الرقمية.
2. حماية بصمتك الرقمية.

Digital Footprint
البصمة الرقمية

» A record of what you do online, including:

1. The websites you visit.
2. Things you post.
3. Things that others post about you.

« هي تسجيل لكل ما تقوم به على الإنترنت، وتتضمن:

1. المواقع الإلكترونية التي تتصفحها.
2. كل ما تشاركه مع الآخرين.
3. ما يشاركه الآخرون معك.

» As a digital citizen, you have certain rights and responsibilities.

« وبصفتك مواطنًا رقميًا، لديك حقوق ومسئوليات معينة.

Rights الحقوق



» You have the right to engage with others online.

« لك الحق في التفاعل مع الآخرين عبر الإنترنت.



» You have the right to provide and access information and entertainment online.

« لك الحق في توفير المعلومات والمواد الترفيهية والوصول إليها عبر الإنترنت.

Theme 3

3

» You have the right to use the internet when you want.

« لك الحق في استخدام الإنترنت عندما تريد.

4

» You have the right to not have your digital footprint copied or shared without your consent.

« لك الحق في عدم نسخ بصمتك الرقمية أو مشاركتها دون موافقتك.

EX If you upload videos, songs, or stories you've created to the internet, you have the right to protect them from piracy.

إذا قمت بتحميل مقاطع فيديو أو أغاني أو قصص قمت بإنشائها على الإنترنت. فلك الحق في حمايتهم من القرصنة.

Piracy **القرصنة**: The illegal circulation of content to be shared or sold to others.

هو التداول غير القانوني للمحتوى لمشاركته أو بيعه للآخرين.

Responsibilities المسئوليات

1

» Never commit piracy for protected content.

« لا تقم بقرصنة محتوى محميٍّ أبدًا.

2

» Show positive behavior in your communication online.

« لك الحق في توفير المعلومات والمواد الترفيهية والوصول إليها عبر الإنترنت.

3

» Evaluate what you're viewing or sharing.

» Is the source safe, or is it a result of piracy?

« قم بتقييم ما تشاهده أو تشاركه

« هل المصدر آمن أم أنه نتيجة قرصنة؟



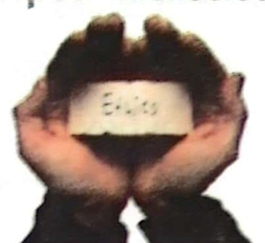
- Evaluate how you're using the internet.
- It is important to balance online and in-person activities.

- قم بتقييم كيفية استخدامك للإنترنت.
- من المهم تحقيق التوازن بين استخدام الانترنت والتواصل الشخصي مع الاخرين.

How to be a good digital citizen?

Be ethical and responsible.

1. Treat others online with respect.
2. Credit sources from which you took the information.
3. Respect intellectual property rights.



كن أخلاقيا ومسؤولا.

1. تعامل مع الآخرين عبر الإنترنت باحترام.
2. وثق المصادر التي أخذت منها المعلومات.
3. احترم حقوق الملكية الفكرية.

Stay safe online.

1. Set strong passwords.
2. Choose websites you visit wisely.
3. Use updated software.
4. Respect the law.
5. Monitor online screen time.

ابق آمنًا على الإنترنت.

1. قم بإنشاء كلمات مرور قوية.
2. اختر مواقع الويب التي تزورها بحكمة.
3. استخدم برامج محدثة.
4. احترم القانون.
5. راقب الوقت الذي تقضيه عبر الإنترنت.



Exercises on Lesson

1 Choose the correct answer:

1. .... is the ability to use digital technology ethically, responsibly, and safely.
   a. Digital technology
   b. Digital citizenship
   c. Digital footprint
   d. digital piracy

(الأزهر الشريف 2023) (بورسعيد 2023)

2. .... is a record of everything you do online.
   a. Digital technology
   b. Digital footprint
   c. Digital piracy
   d. digital privacy

3. Achieving .... needs a set of rights and duties.
   a. digital citizenship
   b. digital footprint
   c. digital piracy
   d. digital privacy

(الجيزة – الدقي 2023)

4. No one can copy your digital footprint without your consent; this is one of your ....
   a. rights
   b. privacy
   c. responsibilities
   d. piracy

5. .... is the illegal circulation of content to be shared or sold to others.
   a. Digital citizenship
   b. Digital footprint
   c. Digital piracy
   d. Digital privacy

(الأزهر الشريف 2023) (بورسعيد 2023)

6. Hackers may use your digital content to .... it.
   a. evaluate
   b. share
   c. buy
   d. delete

7. All the following help you stay safe online, except ....
   a. setting strong passwords
   b. using updated software
   c. committing piracy
   d. respicting the law

8 📖 Someone tracks your responses on different social networking sites. It's called a ....

a. digital footprint
b. digital piracy
c. assumptions
d. rights

(الجيزة – الدقي 2023) (الإسكندرية – المنتزه ثان 2023) (أسيوط 2023)

9 One of your responsibilities while using the internet is to .... information.

a. share
b. evaluate
c. receive
d. steal

10 Stay safe online by ....

a. using updated software
b. sitting strong password
c. both of them
d. non of the previous

(الإسكندرية – المنتزه ثان 2023)

11 Accessing information and entertainment online is one of your ....

a. rights
b. privacy
c. responsibilities
d. piracy

12 .... enables you to form an image of a person through his responses and actions on social networking sites.

a. Digital footprint
b. Digital piracy
c. Privacy
d. a&b

(قنا – نجع حمادي 2023)

13 You use ICT tools to .... and communicate as a digital citizen.

a. learn
b. share
c. all the previous
d. non of the previous

14 📖 Which of the following situations demonstrates commitment to responsibilities while using the internet?

a. Pirating a video your friend uploaded on video sharing platforms
b. Evaluating the content and ensuring that the information is safe for display
c. Spying on others and copying their digital footprint
d. None of the previous

2 Put (✓) or (✗):

1. 🕮 Every trace that a person leaves when using the internet is known as digital citizenship. ( )

(الإسكندرية – المنتزه ثان 2023) (الشرقية – 10 من رمضان 2023)

2. 🕮 Achieving digital citizenship entails a set of rights and duties. ( )

(بورسعيد – بور فؤاد 2023)

3. 🕮 It is important to treat others online with respect. ( )
4. You can copy scientific content without the permission of the owner. ( )

(الغربية: إدارة غرب 2023) (الفيوم – إدارة شرق 2023) (السويس- 2023)

5. You have the right to use the internet when you need it, with no responsibility. ( )
6. Piracy is a record of what you do online, including the sites you visit and your posts. ( )

(الإسكندرية – إدارة وسط 2023)

7. Everyone has the right to protect their content against piracy. ( )
8. Credit sources from which you took the information is not necessary. ( )
9. You must commit piracy to share or sell digital content to others. ( )
10. Digital piracy can help you protect your content from hacking. ( )
11. Using the internet any time you want is one of your responsibilities. ( )
12. Evaluating sources online is one of your responsibilities. ( )

3 Complete the following using the words between the brackets:

(Digital citizenship – Digital footprint – Digital piracy – responsibilities – rights)

1. .... is a record for websites you visit online.
2. Using the internet anytime you want is one of your ....
3. .... means sharing or selling illegal content.
4. Respecting others online is one of your ....
5. .... is the ability to use technology tools responsibly.

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Digital .... can help you protect your content from hacking.
   a. footprint b. piracy c. sites d. privacy
2. Stay safe online by ....
   a. sharing your information b. setting strong password
   c. hacking d. visit banned sites (الإسكندرية – إدارة شرق 2023)
3. .... enables you to use digital technology in an ethical, responsible, and safe manner.
   a. Digital citizenship b. Digital footprint
   c. Digital piracy d. privcy (السويس 2023) (البحيرة – دمنهور 2023)
4. Evaluating what you're viewing or sharing online is one of your ....
   a. rights b. responsibilities c. privacy d. a&b
5. When a person copies digital content without the owner's permission for the purpose of selling it, this is called digital ....
   a. piracy b. privacy c. footprint d. shopping

2 Put (✓) or (✗):

1. In Egypt, it is difficult to book tickets for trains or airplanes online. ( )
2. One of the ethical behaviors is to respect intellectual property rights. ( )
3. You can copy scientific content without the permission of the owner. ( ) (السويس 2023)
4. It is important to have good manners and etiquette when dealing with others online. (أسيوط 2023) (الإسكندرية – المنتزه ثان 2023) ( )
5. ICT tools facilitate communication among people all over the world. ( )

3 Complete the following sentences:

(crediting the sources -piracy - EKB - Digital footprint - Digital citizenship)

1. You can visit the .... to find a wealth of information in many subjects.
2. .... is a record of every action you do on the internet .
3. Sharing an illegal content is called ....
4. .... is the ability to use technology tools ethically
5. Be ethical and responsible by .... of information.



Lesson 3 Positive Impacts of ICT

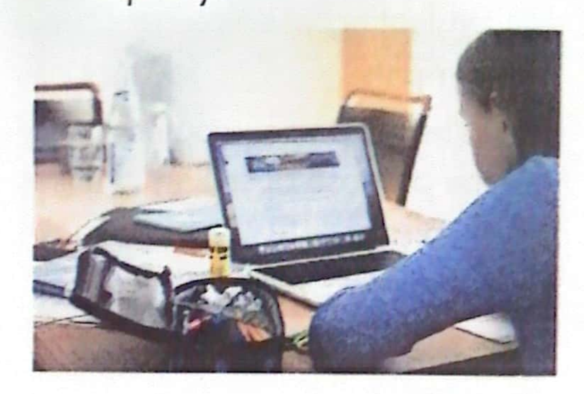
- As a digital citizen, you use ICT tools to learn, share, and communicate.
- باعتبارك مواطنًا رقميًا، فإنك تستخدم أدوات تكنولوجيا المعلومات والاتصالات للتعلم والمشاركة والتواصل.
- In 2018, the Egyptian government provided digital tools, including digital books, activities, videos, and TV channels created by experts to:.
- في عام 2018، قدمت الحكومة المصرية الأدوات الرقمية، بما في ذلك الكتب الرقمية والأنشطة ومقاطع الفيديو والقنوات التلفزيونية التي أنشأها خبراء من أجل.

1. Achieve a skill-based education.



تحقيق نظام تعليمي قائم على المهارات.

2. Ensure that all students can access to learning materials equally.



ضمان وصول جميع التلاميذ للمواد التعليمية.

The Egyptian Knowledge Bank

- The EKB is a digital library that provides Egyptian citizens with:
  1. Free access to learning materials.
  2. Holding webinars for teachers, students, and parents.
- Webinars: Provide tips on how to register on the EKB and use it.

- بنك المعرفة المصري: مكتبة رقمية توفر للمواطنين المصريين:
  1. حرية الوصول إلى المواد التعليمية
  2. عقد ندوات عبر الإنترنت للمعلمين والطلاب وأولياء الأمور.
- الندوات عبر الإنترنت: توفر نصائح حول كيفية التسجيل في بنك المعرفة المصري واستخدامه.



Egyptian Knowledge Bank
بنك المعرفة المصري



The Importance of Digital Devices



1. Digital devices help non-verbal people communicate and learn languages by using pictures.
2. They can be helpful during unexpected events that keep us in our homes, they can connect students with teachers and learning material.

1. تساعد الأجهزة الرقمية الأشخاص الذين يعانون صعوبة في النطق على التواصل وتعلم اللغات باستخدام الصور.
2. يمكن أن تكون مفيدة أثناء الأحداث غير المتوقعة التي تبقينا في المنزل، حيث يمكنها ربط الطلاب بالمعلمين والمواد التعليمية.

» Digital devices, such as smartphones, tablets, and laptops.

« الأجهزة الرقمية مثل: الهواتف الذكية والأجهزة اللوحية وأجهزة الكمبيوتر المحمولة.

The Importance of Digital Tools





1 Video-sharing Platforms منصات مشاركة الفيديو



» You can use video-sharing platforms to learn or teach new things.



EX

1. You can learn to cook healthy meals by watching step-by-step videos.
2. You can share your skills with others online by creating and posting your own videos.

» Remember to ask an adult before posting anything online.

« يمكنك استخدام منصات مشاركة الفيديو للتعلم أو تعليم أشياء جديدة

1. يمكنك تعلم كيفية طهي الوجبات الصحية من خلال مشاهدة مقاطع الفيديو خطوة بخطوة.
2. يمكنك مشاركة مهاراتك مع الآخرين عبر الإنترنت من خلال إنشاء ونشر مقاطع الفيديو الخاصة بك.

« تذكر أن تستشير شخصًا بالغًا قبل نشر أي شيء عبر الإنترنت.

2 Socializing التواصل الاجتماعي

» You can socialize online by:

1. Working with classmates outside of school on a project.
2. Video chatting with your friends.
3. Joining an online group that shares your interests like sports, movies, and games.

» Remember to ask an adult's permission when connecting with people online.

« يمكنك التواصل اجتماعياً عبر الإنترنت عن طريق:

1. العمل مع زملائك في الفصل خارج المدرسة في مشروع. ٢-
2. التحدث عبر الفيديو مع أصدقائك.
3. الانضمام إلى مجموعة عبر الإنترنت تشاركك نفس اهتماماتك مثل الرياضة والأفلام والألعاب.

« تذكر دائماً أن تستأذن من شخص بالغ عند التواصل مع أشخاص عبر الإنترنت..

Common Communication Apps

WhatsApp



Facebook



Skype



Test Yourself

Complete the following:

1. .... is a digital library that provides free access for Egyptian citizens.
2. .... provide tips on how to register on the EKB and use it.
3. ...., such as smartphones, tablets, and laptops.
4. You can use ...., such as YouTube to learn or teach new things
5. people communicate online using ...., ... and .... apps.

Exercises on Lesson 3

1 Choose the correct answer:

1. A digital citizen uses .... to learn, share, and communicate with others.
   a. pen b. paper c. ICT tools d. books

(الإسكندرية – شرق2023)

2. .... help(s) non-verbal people to communicate with others or learn languages.
   a. Digital footprint b. Digital piracy c. Digital tools d. digital piracy

3. A person who uses ICT tools to learn and communicate with others, is called a ....
   a. programmer b. digital citizen c. hacker d. pirate

4. .... provides Egyptian citizens with access to learning materials in the digital library.
   a. ICT tools b. The EKB c. WhatsApp d. facebook

(الدقهلية – منية النصر 2023)

5. 📖 EKB holds webinars to provide tips on how to .... and use it.
   a. website b. webpage c. register d. sign out

6. You can use .... platforms to learn or teach new things.
   a. social media b. video-sharing c. Windows d. paint

7. .... is one of the popular means of communication on social media platforms.
   a. The EKB b. YouTube c. Facebook d. Vlaby

8. .... are digital tools supporting us in the learning process.
   a. Instants messages b. Educational videos
   c. All the previous d. None of the previous

(الغربية – غرب 2023)

9. When you search for a video on YouTube to know how to prepare a healthy meal, this is an example of ....
   a. teaching b. learning c. communication d. playing

10. You can use .... to chat with your friends whenever you want.
    a. EKB b. Google c. WhatsApp d. Excel

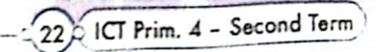
2 Put (✓) or (✗):

1. 📖 Digital citizens can use ICT tools to learn, share, and communicate. (   )
2. Information technology tools enable people of determination to communicate with teachers and view school subjects. (   )
(الجيزة – الدقي 2023)
3. 📖 The EKB provides webinars on how to register on the website and use it. (   )
4. 📖 When we can't leave our houses, our digital footprints become helpful. (   )
5. You can virtually work with classmates outside of your school on a project. (   ) (الإسكندرية- وسط 2023) (الدقهلية – منية النصر 2023)
6. Socializing can help us join online groups with similar interests. (   )
(البحيرة – دمنهور 2023)
7. You can communicate with your friends using WhatsApp, Facebook, or EKB. (   )
8. You can learn how to cook a healthy meal by watching a video on YouTube and following the steps. (   )
9. Watching videos on 'Madrasnta' channel on YouTube is an example of socializing. (   )
10. We can make use of technology to find out the news and do school projects. (الأزهر الشريف 2023) (   )

3 Complete the following using the words between the brackets:

(ICT tools - Egyptian government – digital citizen - EKB – socializing)

1. .... provided digital resources to achieve an educational system based on skills.
2. A .... is a person who uses ICT tools to learn and share .
3. .... helps non-verbal students to learn languages at school using pictures.
4. The .... contains a digital library that helps students access to all learning materials ....
5. WhatsApp, Skype, and Facebook are examples of ....



Lesson 4 Internet Communication

» You can use the internet to communicate synchronously and asynchronously.

Synchronous Communication

التواصل المتزامن

» It is exchanging information between people at the same time (simultaneously).
» It occurs in real time.
» It involves instant (immediate) response.

EX

1. Video chats
2. Live television shows
3. Instant chat rooms

« هو تبادل المعلومات بين الأشخاص في نفس الوقت (بشكل متزامن).
« تحدث في الوقت الحقيقي. « تشمل استجابة فورية.
« امثلة:
① حادثات الفيديو ② البرامج التلفزيونية
③ غُرَف الدردشة الفورية




Asynchronous Communication

التواصل غير المتزامن

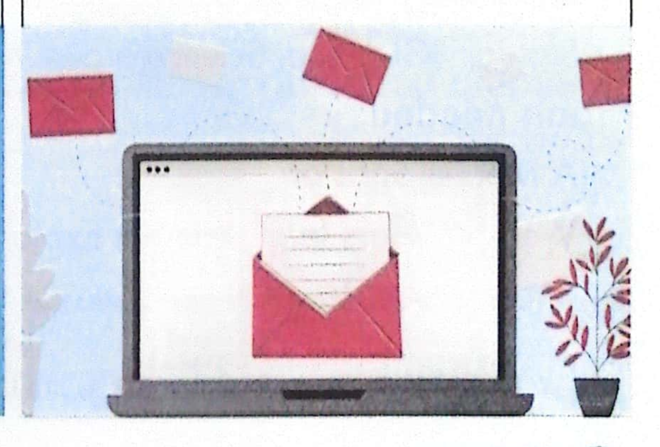


» It is exchanging information between people that do not necessarily at the same time.
» It does not require an instant response.

EX

1. Sending a file via email.
2. Recorded educational programs.

« هو تبادل المعلومات بين الأشخاص دون الحاجة إلى أن يكونوا في نفس الوقت
« لا تتطلب استجابة فورية.
« امثلة:
① إرسال ملف عبر البريد الإلكتروني.
② البرامج التعليمية المسجلة.



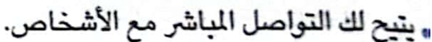
Synchronous Communication التواصل المتزامن

1 Video Chats: محادثات الفيديو

- They allow you to communicate live with people.

Tools needed:

1. A device with a camera, speaker, and mic.
2. Video chat software, such as Skype.



- يتيح لك التواصل المباشر مع الأشخاص.
- الأدوات المطلوبة: 1 جهاز مزود بكاميرا ومكبر صوت وميكروفون. 2 برنامج محادثات فيديو (مثل Zoom)

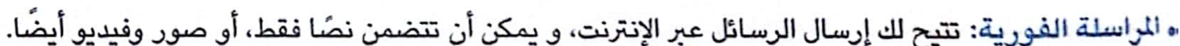
2 Instant Messaging (IM): المراسلة الفورية

- This allows you to send messages using the internet.
- Messages could include just text, or also pictures or videos.



Tools needed:

1. A device (computer or mobile)
2. IM software, such as WhatsApp.



- المراسلة الفورية: تتيح لك إرسال الرسائل عبر الإنترنت، و يمكن أن تتضمن نصًا فقط، أو صور وفيديو أيضًا.
- الأدوات المطلوبة: 1 جهاز (كمبيوتر أو موبايل). 2 برنامج للمراسلة الفورية (مثل الواتس اب).

3 Chat Rooms: غُرف الدردشة

- These allow you to communicate in a group that usually focus on one particular subject.
- Such as: ICT group, Science group, Math group.

Tools needed:

- A Mobile apps or
- Web browsers (e.g., Internet Explorers or Google Chrome).

- غرف الدردشة: تتيح لك التواصل في مجموعة تركز عادة على موضوع معين، مثل مجموعة تكنولوجيا المعلومات (ICT)، مجموعة العلوم، مجموعة الرياضيات
- الأدوات المطلوبة: تطبيقات الهواتف المحمولة أو متصفحات الويب (مثل متصفح إنترنت إكسبلورر أو جوجل كروم).



Asynchronous Communication التواصل غير المتزامن

Email: البريد الإلكتروني



- Email allows you to send and receive messages
- It is more formal than IM.
- You could email your teacher, government agency, or an official.

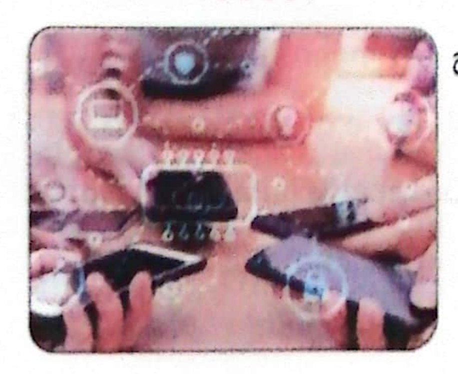
Tools needed:

- A Email app or web browser to access an email website.

- البريد الإلكتروني يسمح لك بإرسال واستقبال الرسائل، وهو أكثر رسمية من الرسائل الفورية.
- يمكنك أن ترسل بريدًا إلكترونيًا لمعلمك، وكذلك لوكالة حكومية أو مسؤول.
- الأدوات المطلوبة: تطبيق البريد الإلكتروني او متصفح الويب: للوصول إلى موقع البريد الإلكتروني.

Cell phone application:

- It is an application that runs on your mobile device.
- It allows direct access to different programs such as: Email, IM, video chats
- Some applications are pre-installed on your mobile. Others need to be downloaded.



- هو تطبيق يعمل على جهازك المحمول ويتيح الوصول المباشر إلى برامج مختلفة مثل: البريد الإلكتروني، الرسائل الفورية، محادثات الفيديو .
- بعض التطبيقات مثبتة مسبقًا على هاتفك المحمول، والبعض الآخر يحتاج إلى التنزيل.

Exercises on Lesson 4

1 Choose the correct answer:

1. You can make video calls with your friends through your ....
   a. scanner b. mobile phone c. printer d. keyboard

(الفيوم - شرق2023) (الأزهر الشريف 2023) (الإسكندرية - المنتزه ثان 2023) (أسيوط 2023)

2. .... is a form of simultaneous communication via the internet that allows you to watch your friends in audio and video.
   a. Instant messaging b. Email c. Video chat d. SMS

(قنا – نجع حمادي 2023) (الإسكندرية – المنتزه ثان 2023) (الجيزة – الدقي 2023)

3. Asynchronous communication does not need ....
   a. instant response b. web browser
   c. the internet d. none of the previous

4. A/An .... is an example of asynchronous communication.
   a. chat room b. email c. TV show d. Video chat

5. .... communication is sending messages between two people at the same time.
   a. Synchronous b. Asynchronous c. a and b d. email

6. The internet is used to communicate in .... connection.
   a. synchronous b. asynchronous
   c. a and b d. none of the previous

7. With .... learning, participants can receive immediate feedback.
   a. computer b. asynchronous
   c. synchronous d. none of the previous

(البحيرة – دمنهور 2023)

8 .... is more formal than instant messaging.

a. Email b. Computer c. Chat room d. Video chat

9 .... allows you to communicate in groups and usually focuses on one topic.

a. Email b. Chat room c. IM d. Paint

10 To access the internet, we use a browser, such as ....

a. WhatsApp b. Google Chrome c. Facebook d. Excel

11 .... allows you to communicate live with one or more people.

a. Email b. MS word c. Video chat d. SMS

12 Instant messaging may include text and ....

a. emotions b. pictures

c. a and b d. none of the previous

2 Put (✓) or (✗):

1 Synchronous communication occurs in real time with instant responses.
(الإسكندرية – وسط 2023) (   )

2 Asynchronous communication requires an immediate response. (   )

3 📖 Instant video chats and live TV programs are examples of asynchronous communication applications. (أسيوط 2023) (   )

4 Email is more formal than instant messaging. (   )

5 📖 Skype is a synchronous communication medium. (   )
(الشرقية – 10 من رمضان 2023)

6 Sending an email is considered synchronous communication. (   )
(الدقهلية – منية النصر 2023)

7 All cell phone apps need to be downloaded. (   )

Theme 3

8. Instant video chats and live TV shows are examples of asynchronous communication. ( )

(جيزة – 6 أكتوبر 2023)

9. The email application cannot be accessed on your mobile device. ( )
10. Google Chrome is a browser that is used to access the internet. ( )
11. Video chats allow direct communication between two people only. ( )

(الأزهر الشريف 2023)

12. No problem to communicate with an unknown person online without consulting any of your family members. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Email	a. gives you direct access to various programs
2 Google Chrome	b. is a formal way of communication among team work.
3 Video chats	c. may include texts, pictures, or videos.
4 A mobile app	d. allow you to communicate virtually with friends from other countries.
5 Instant messaging	e. is the most famous browser.

1 .... 2 .... 3 .... 4 .... 5 ....

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. ...... communication is exchanging information between people simultaneously.
   a. Synchronous b. Asynchronous c. Email d. a and b
2. .... is a digital library that helps students access learning materials.
   a. Google b. The EKB c. Facebook d. Vlaby
3. .... allow(s) you to communicate live. (الإسكندرية – شرق 2023)
   a. Word program b. Browser c. Video chats d. Email
4. Digital devices help people who have .... difficulties to communicate with others.
   a. movement b. speaking c. vision d. a and b
5. Email is considered an example of .... communication
   a. asynchronous b. synchronous c. simultaneous d. realtime

2 Put (✓) or (✗):

1. Information and communication technology has no positive effects. (   )
2. Information technology tools enable people of determination to communicate with teachers and view school subjects. (الجيزة – الدقي 2023) (   )
3. People may use chat rooms to discuss a particular topic. (   )
4. Skype is an asynchronous communication medium. (الجيزة – الدقي 2023) (   )
5. The process of communication between individuals at the same time is called asynchronous communication. (الغربية – غرب 2023) (   )

3 Complete the following using the words between the brackets:

(A cell phone application – IM chatting – Chat rooms – synchronous – YouTube)

1. Chat rooms and video chats are examples for .... communication.
2. .... is a fun way to communicate with your friends anytime.
3. .... is an example of video-sharing platforms.
4. .... is a group in which people talk to each other in a specific topic
5. .... allows you to access email, instant messaging, and social network pages.



Lesson 5 How to Use E-Communication

How to Use ICT Tools to Communicate

Making Video Chats إجراء محادثات الفيديو

» To start a video chat:

- Create a link and send it to the participants.

» To join a video chat:

- Click the link and wait to be "let in" by the person who started the video chat.

لبدء محادثة فيديو. قم بإنشاء رابط وأرسله إلى المشاركين

للانضمام إلى محادثة فيديو. انقر على الرابط وانتظر أن يتم "السماح" لك من قبل الشخص الذي بدأ المحادثة.

NOTES:

1. You can answer the call by clicking on the phone or video icon.
2. Make sure the microphone and camera are ON.
3. The person in charge of the video chat (call) may mute people's microphones.
4. You can also mute your microphone or turn off your camera at any time.
5. Take your turn when speaking.

» If your camera is ON:

1. Anyone in video chat can see you.
2. Be properly dressed and behave as if in a public place.
3. Make sure there is nothing in your background that indicates your address or any personal information that you do not want to share.

1 يمكنك الرد على المكالمة بالنقر على أيقونة الهاتف أو الفيديو. 2 تأكد من تشغيل الميكروفون والكاميرا.

3 الشخص المسؤول عن المكالمة قد يكتم ميكروفونات الأشخاص.

4 يمكنك أيضًا كتم ميكروفونك أو إيقاف تشغيل الكاميرا في أي وقت. 5 انتظر دورك عند التحدث.

إذا كانت الكاميرا مفتوحة:

1 يمكن لأي شخص في محادثة الفيديو رؤيتك. 2 ارتد ملابس مناسبة، وتصرف كما لو كنت في مكان عام.

3 تأكد من عدم وجود أي شيء في خلفيتك يشير إلى عنوانك أو أي معلومات شخصية لا ترغب في مشاركتها.

Chat Rooms غُرَف الدردشة

In the chat room:

1. You can simply type and send your comment.
2. You can also reply to messages.
3. Some participants may reply to your message.
4. Anyone who has access to the chat room will be able to read your messages, so:
   - Be polite.
   - Be helpful.
   - Be positive.

في غرفة الدردشة:

1. يمكنك ببساطة كتابة تعليقك وإرساله.
2. كما يمكنك الرد على الرسائل.
3. قد يرد بعض المشاركين على رسالتك أيضًا.
4. أى شخص لديه حق الوصول إلى غرفة الدردشة سيكون قادرًا على قراءة رسائلك؛ لذلك:
   - كن مهذبًا.
   - مفيدًا.
   - إيجابيًا.

Instant Messaging المراسلة الفورية

Steps to send an instant message:

1. Click on the name of the person you want to chat with.
2. Type your message.
3. Click on the "Send" icon.

خطوات إرسال رسالة فورية:

1. انقر على اسم الشخص الذي ترغب في الدردشة معه.
2. اكتب رسالتك.
3. انقر على أيقونة «إرسال».

NOTES:

1. Instant messaging is a fun, casual (informal) way to communicate.
2. You can use emotions, images, and short phrases instead of full sentences.
3. Show manners when communicating with others.

1. تعد المراسلة الفورية وسيلة ممتعة وغير رسمية للتواصل.
2. يمكنك استخدام رموز المشاعر والصور والعبارات القصيرة بدلًا من الجمل الكاملة.
3. تحلي بالأخلاق عند التواصل مع الآخرين.

Email البريد الإلكتروني

» Email is commonly used in more formal situations, such as:

1. Creating an account on the EKB.
2. Writing to your teacher.

» To send an email to your friend "Ahmed",

1. in the "To:" field: type the email address of your friend Ahmed.
2. in the "Subject" line, provide clear information on the title of the email.

To :
Cc :
Subject :
Send

« البريد الإلكتروني عادةً ما يُستخدم في الحالات الأكثر رسمية مثل:

1. إنشاء حساب على EKB.
2. كتابة رسالة إلى معلمك.

« لإرسال بريد إلكتروني إلى صديقك "أحمد":

1. اكتب عنوان بريد أحمد في حقل TO
2. قدم معلومات واضحة عن عنوان البريد الإلكتروني في سطر Subject.

NOTES:

1. Be sure to use proper grammar.
2. Be polite and clear.
3. Use greetings and endings.
4. If you're sending attachments, be sure the information you're sending is safe and accurate.

1. استخدم القواعد النحوية السليمة.
2. كن مهذبًا وواضحًا.
3. استخدم عبارات التحية والختام.
4. إذا كنت ترسل مرفقات، تأكد من أن المعلومات التي ترسلها آمنة وصحيحة.

Test Yourself

Complete the following:

1. When the camera is ...., anyone in the video chat can see you.
2. Instant messaging is .... way of communication.
3. Email is .... way of communication.
4. Use .... and endings when sending an email.



Exercises on Lesson 5

1 Choose the correct answer:

1. To start a ...., you must create a link and send it to the participants.
   a. conversation b. chat room c. video chat d. Email

(البحيرة – دمنهور 2023)

2. When the camera is turned off during a video chat, ...
   a. be properly dressed
   b. anyone can see you
   c. no one can see you
   d. all of the previous

3. To start a video chat, you must create a/an ....
   a. email b. link c. video d. send

4. .... application is used to conduct group video chats.
   a. Skype b. MS Word c. The EKB d. MS Excel

(بورسعيد – الإدارة التعليمية 2023) (الجيزة – الدقي 2023)

5. Instant messaging is a/an ....way of communication.
   a. formal b. informal c. difficult d. offline

6. It is common to use .... in more formal situations.
   a. emails b. instant messaging c. chat rooms d. SMS

(الإسكندرية – شرق 2023) (الغربية – غرب 2023)

7. Anyone who has access to .... can read your messages.
   a. the video call b. Google c. the chat room d. paint

8. The last step for instant messaging is ....
   a. writing the message
   b. pressing the "Send" icon
   c. pressing the "Contact List" icon
   d. delete the message

9. You can write the title of your message via email in the ".........." field.
   a. Subject b. From c. To d. Body

(الفيوم – شرق 2023)

10. You can send long text messages over the internet through ....
    a. interactive map designer
    b. emails
    c. video chats
    d. none of the previous

(الإسكندرية – المنتزه ثان 2023) (الجيزة – الدقي 2023) (الفيوم – شرق 2023)

11 To have video chats with your friends you need a ....

a. scanner b. printer c. keyboard

d. device equipped with a camera and speakers (بور سعيد – الإدارة التعليمية 2023)

2 Put (✓) or (✗):

1 No one in the video chat will be able to see you if your camera is turned on. ( )

2 If you want to join a video call, click on the link and wait to be "get out". (الإسكندرية - المنتزه أول 2023) ( )

3 Instant messaging is a casual way of communication. ( )

4 Anyone can enter the video chat without needing permission. ( ) (الجيزة - 6 أكتوبر 2023)

5 During writing an email, don't forget to use greetings and endings. (الإسكندرية - المنتزة 2023) ( )

6 You can turn the microphone and camera on or off during video chat. (الإسكندرية - وسط 2023) ( )

7 In chat rooms, you cannot reply to messages. ( )

8 Instant messaging is a fun and formal way to communicate. ( ) (بور سعيد - الإدارة التعليمية 2023)

9 Video chat is considered an example of synchronous communication. ( )

10 We use email to create an account on the EKB. ( )

11 Anyone with access to the chat room will be able to read your messages. (الإسكندرية - وسط 2023) ( )

12 📖 You can write the email of the person you're sending the message to in the "Subject" field. (قنا - نجع حمادي 2023) ( )

3 Complete the following using the words between the brackets:

(video chat - Send - Instant messaging - phone/video - email)

1 When writing a message on ...., you must use greeting and ending phrases.

2 During the video chat, you can reply to the conversation by clicking on the "..............." icon .

3 To join a .... you have to click on its link and wait to be let in.

4 To send an instant message, click on the "..............................." icon.

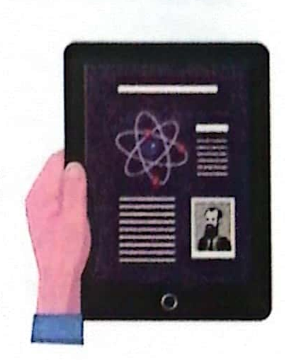
5 .... is a means of communication that enables you to use short phrases as well as symbols and images to communicate.



Lesson 6 Online Learning Environments and Sources

Online Learning Environments بيئات التعلُّم عبر الإنترنت

- Online learning environments, such as Edmodo:
  1. They allow teachers and students to communicate, no matter where they are.
  2. Teachers can provide virtual lessons and upload quizzes and homework for students to access.
  3. Students can also send messages to their teachers and post their assignments.



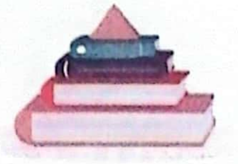
- بيئات التعلم عبر الإنترنت، مثل: إدمودو.
  1. تسمح للمعلمين والطلاب بالتواصل، بغض النظر عن مكان تواجدهم.
  2. يمكن للمعلمين تقديم دروس افتراضية ورفع الاختبارات والواجبات للوصول إليها من قبل الطلاب.
  3. يمكن للطلاب أيضًا إرسال رسائل إلى معلميهم ونشر واجباتهم.

Online Learning Resources مصادر التعلُّم عبر الإنترنت

- There are multiple online learning sources that can help you learn. Here are just a few examples.
- هناك العديد من مصادر التعلم عبر الإنترنت التي يمكن أن تساعدك في التعلم. فيما يلي بضعة أمثلة فقط.

1 Egyptian Knowledge Bank بنك المعرفة المصري

- The first online library in Egypt contains resources on a variety of subjects.
- It allows you to research and examine different topics, digital articles, and videos.



- أول مكتبة على الإنترنت في مصر تحتوي على مصادر حول مواضيع متنوعة.
- تتيح لك البحث واستعراض مواضيع مختلفة ومقالات رقمية ومقاطع فيديو.





2 Vlaby: فلابي



- It is a virtual lab platform.
- It enables students and teachers to do lab experiments in an interactive environment.
- It's not only informative, but fun too!

هي منصة معامل افتراضية تمكّن الطلاب والمعلمين من إجراء تجارب معملية في بيئة تفاعلية. إنها ليست غنية بالمعلومات فقط، بل ممتعة أيضًا!

3 National Geographic Kids ناشيونال جيوجرافيك كيدز



- A popular online source for kids to find information on a variety of subjects, such as:
  - Animals
  - Science
  - History
  - Geography

مصدر شائع عبر الإنترنت يمكن الأطفال من العثور على معلومات حول مواضيع متنوعة مثل الحيوانات، العلوم، التاريخ، والجغرافيا.

4 Mapmaker Interactive مصمم خرائط تفاعلي

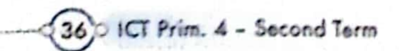


- It is a special interactive feature delivered by National Geographic.
- It provides online mapping tools for students and teachers.
- Map themes, data, and tools are used.

- هي ميزة تفاعلية خاصة تم تقديمها بواسطة ناشيونال جيوجرافيك.
- يوفر مصمم الخرائط التفاعلي أدوات الخرائط عبر الإنترنت للطلاب والمعلمين.
- يتم استخدام مواضيع وبيانات وأدوات متعلقة بالخرائط.

NOTES:

1. Reliable online digital tools are invaluable sources of information.
2. The Mapmaker Interactive website is one of the safest sites for research and data collection.



Exercises on Lesson 6

1 Choose the correct answer:

1. 📖 Which of the following sites can your teacher use to deliver lessons online?
   a. EKB b. Edmodo c. WhatsApp d. Facebook

(قنا – نجع حمادي 2023)

2. .... is a reliable digital learning resource in the internet.
   a. Egyptian Knowledge Bank b. WhatsApp
   c. Facebook d. Blog

(الإسكندرية – المنتزة ثان 2023) (الفيوم – شرق 2023) (أسيوط 2023)

3. 📖 Which of the following online learning resources would you recommend to your friend who wants to conduct an experiment to find out the boiling point of water?
   a. Mapmaker Interactive b. Vlaby c. EKB d. YouTube

(الإسكندرية – المنتزة ثان 2023) (أسيوط 2023)

4. .... enables anyone to build smart and beautiful maps.
   a. Mapmaker Interactive b. Vlaby c. EKB d. Skype

5. .... is an online learning environment that allows teachers and students to communicate.
   a. Vlaby b. Edmodo c. Mapmaker d. Facebook

(الدقهلية – منية النصر 2023) (الإسكندرية – وسط 2023)

6. .... is the first electronic library in Egypt.
   a. Mapmaker Interactive b. Vlaby c. EKB d. Google

7. .... is a popular online resource that enables children to find information on a variety of topics, such as animals and science.
   a. National Geographic Kids b. Vlaby
   c. EKB d. All the previous

2 Put (✓) or (✗):

1. It is possible to find information about space science and history on the Mapmaker Interactive platform. (   )
2. Edmodo digital learning environment allows teachers and students to communicate and learn online. (   )

(الفيوم – شرق 2023) (البحيرة – دمنهور 2023)

3. Mapmaker Interactive is one of the safest sites for research and data collection. (الإسكندرية – المنتزة ثان 2023) (   )
4. National Geographic Kids enables you to conduct an experiment in science interactively. (   )

(الجيزة – الدقي 2023) (الإسكندرية – المنتزة أول 2023)

5. Reliable online digital tools are very valuable sources of information. (   )
6. Vlaby enables children to find information about topics, such as animals, science, and history. (   )
7. Students can send their homework on Edmodo. (   )
8. National Geographic Kids enables teachers to conduct laboratory experiments. (   )

3 Read and answer:

Complete the chart. Look at the online learning sources. Choose which source you would use to do the following:

(Work on a science experiment –
Study the landscape of Egypt – Read about the Egypt pyramids –
Learn how to make a delicious koshari –
Study climate issues for different countries – Complete a lab activity)

1 Egypt Knowledge Bank	
2 Vlaby	
3 National Geographic	
4 Mapmaker Interactive	

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. .... provides online mapping tools for students and teachers.
   a. Mapmaker Interactive b. Vlaby c. Edmodo d. EKB

(الإسكندرية – شرق 2023)

2. To send an email to your friend, you should add his email address in the "............................" field.
   a. From b. To c. Subject d. Body
3. When the camera is turned on during a video chat, ...
   a. be properly dressed b. anyone can see you
   c. both of them d. non of the previous
4. ...... is a virtual laboratory platform that enables you to do lab experiments.
   a. EKB b. Vlaby c. Edmodo d. Google
5. In ......, you can write a comment for the people sharing the room with you.
   a. video chats b. chat rooms c. emails d. IM

2 Put (✓) or (✗):

1. You cannot turn off your microphone or camera in the video chat. (   )
2. Online learning environments do not allow teachers and students to communicate with each other. (الأزهر الشريف 2023) (   )
3. In video chats, the person in charge may close people's microphones. (   )
4. Facebook is one of the safest sites for research and data collection. (   )
5. National Geographic kids enables teachers to conduct laboratory experiments. (الشرقية – 10 من رمضان 2023) (   )

3 Complete the following using the words between the brackets:

(virtual - email – Skype – Subject - experiments)

1. .... is used to conduct group video chats. (الأزهر الشريف 2023)
2. You can write the title of your message via email in the "........... " field. (الجيزة – الدقي 2023)
3. It's common to use .... in more formal situations. (الأزهر الشريف 2023)
4. Vlaby is a .... lab that allows you to do ....

Lesson 7 Planning Digital Searches

Conducting a Digital Search with Reliable Content
إجراء بحث رقمي للحصول على محتوى موثوق

- It's important to plan before conducting a digital search.
- Planning will help you focus on the information you're trying to gather.

- من المهم التخطيط قبل إجراء أي بحث رقمي.
- سيساعدك التخطيط على تركيز بحثك على المعلومات التي تحاول جمعها.

1 Choose your research topic

- What do you know about the topic?
- What else do you want to learn about it?
- Think and write notes.

اختر موضوع بحثك

- ما الذي تعرفه بالفعل عن هذا الموضوع؟
- ماذا ترغب أيضًا في معرفته عنه؟
- فكر واكتب ملاحظات.

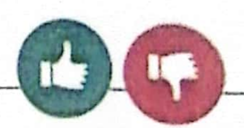
2 Choose the types of the online sources you will use

- A digital search can include many sources, such as:
  - Text
  - Audios
  - Videos
  - Images
- You can ask your teacher, parent, or school librarian to choose reliable sources for your research.

اختر أنواع المصادر الإلكترونية التي ستستخدمها

- يمكن أن يتضمن البحث الرقمي العديد من المصادر مثل: النصوص، الصوت، الفيديو، الصور.
- يمكنك أن تسأل معلمك، أو والديك، أو أمين مكتبة المدرسة لاختيار مصادر موثوقة لأبحاثك..

3 Evaluate the types of sources



- Are these sources reliable or unreliable?

قيم المصادر التي اخترتها



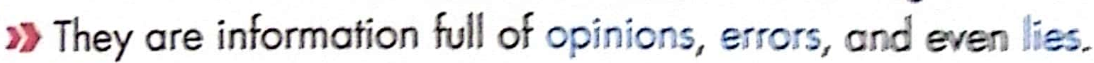
Reliable Sources مصادر موثوقة

- They are articles or information written and verified by experts.
- The information is presented in a professional fashion.
- They are well-written, without grammar or spelling mistakes.



- هي مقالات أو معلومات تمت كتابتها والتحقق منها من قبل خبراء.
- يتم تقديم المعلومات بطريقة احترافية.
- وهي مكتوبة بشكل جيد، دون أخطاء نحوية أو إملائية.

Unreliable Sources مصادر غير موثوقة



- They are information full of opinions, errors, and even lies.



EX ① Wiki pages ② blogs ③ Social media sites, such as Facebook

- So, you must be careful of information you find on these sources.
- هي معلومات مليئة بالآراء والأخطاء وحتى الأكاذيب
- أمثلة: ① صفحات الويكي. ② المدونات. ③ مواقع التواصل الاجتماعي مثل الفيسبوك.
- لذا يجب عليك توخي الحذر من المعلومات التي تجدها.

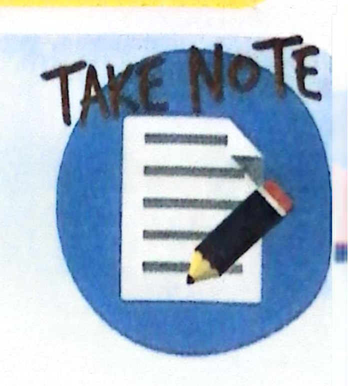
Tips for conducting an effective digital search
نصائح لإجراء بحث رقمي فعال

- Stay focused on the topic you're researching.
- Evaluate the reliability of any information you find.
- Once the information is confirmed to be reliable, take thorough notes, including:
  1. The parts you will use from the source.
  2. The citation of these sources.
- Credit the sources in your report.

- استمر في التركيز على الموضوع الذي تبحث عنه.
- قيم مدى موثوقية أي معلومات تجدها.
- بمجرد التأكد من موثوقية المعلومات، قم بتدوين ملاحظات مفصلة تشمل:
  ① الأجزاء التي ستستخدمها من المصدر. ② ذكر أسم المصدر.
- قم بتوثيق مصادر المعلومات في تقريرك.



Organizing and writing your report
تنظيم تقريرك وكتابته



» After finishing your online search:

1. Gather your notes and reliable information.
2. Use your notes to write an outline.

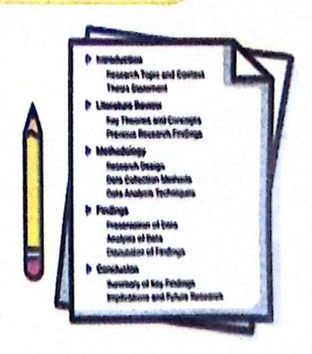
» This will help you present the information in your report in a logical way.

« بعد الانتهاء من البحث على الانترنت:

1. اجمع ملاحظاتك ومعلوماتك الموثوقة.
2. استخدم ملاحظاتك لكتابة مخطط.

« سيساعدك ذلك على تقديم المعلومات الواردة في تقريرك بطريقة منطقية.

Writing an Outline كتابة مخطط

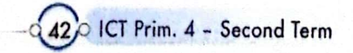


» An outline should include:

1. An introduction that introduces the topic of the report.
2. Supporting paragraphs that present the information.
3. Conclusion or final thoughts on the information you have presented.

« يجب أن يتضمن المخطط ما يلي:

1. مقدمة تعرض موضوع التقرير
2. فقرات داعمة تقدم المعلومات
3. خاتمة أو أفكار نهائية حول المعلومات التي قدمتها.



Exercises on Lesson 7

1 Choose the correct answer:

1. .... sources are always written and verified by experts.
   a. Reliable   b. Inaccurate   c. Unreliable   d. Banned

2. .... may be full of personal opinions and even lies. (الغربية – غرب 2023)
   a. Reliable sources   b. Unreliable sources   c. EKB   d. Vlaby

3. .... is the first step of conducting a digital search and obtaining reliable content.
   a. A reliable source   b. Defining the topic of the research
   c. The scheme   d. Credit sources

4. .... is the most popular social media platform. (الإسكندرية – شرق 2023)
   a. Wiki   b. Facebook   c. Google   d. Email

5. 📖 When conducting a digital search, your outline must include ....
   a. unreliable information
   b. an introduction to the research topic
   c. details far from the research topic   d. all the previous

   (الإسكندرية – المنتزه ثان 2023) (بورسعيد – بور فؤاد 2023) (الأزهر الشريف 2023)

6. Facebook, Wiki pages, and blogs are .... sources.
   a. reliable   b. accurate   c. unreliable   d. trusted

   (الشرقية – 10 من رمضان 2023)

7. 📖 Ahmed wrote a research paper on tourism in Egypt, and he quoted a part of the research from the Egyptian Knowledge Bank platform. Then he must ....
   a. refer to the publishers or authors in the research paper
   b. publish the research without referring to the publishers
   c. share the researches of others to sell them without their permission
   d. none of the previous

Theme 3

8 It is essential that your research plan includes ....
   a. paragraphs providing information
   b. information of questionable authenticity
   c. digital blogs   d. Facebook posts

2 Put (✓) or (✗):

1 Planning before conducting any digital research is not important. (

(الفيوم – شرق 2023) (أسيوط 2023)

2 Social network sites contain unreliable information. (
3 Choosing your topic is the last step of conducting a digital search. (

(الإسكندرية – وسط 2023)

4 It is necessary that your research plan include an introduction, paragraphs and a conclusion about the information you provide. (

(قنا – نجع حمادي 2023)

5 The information from unreliable sources is presented in a professional way. (الدقهلية – منية النصر 2023) (
6 Unreliable sources provide information with some errors. (
7 You can write your research without indicating the source from which you got the information. (الإسكندرية – المنتزه ثان 2023) (السويس 2023) (
8 It is recommended to consult your teacher about trusted resources. (
9 Focus only on the topic you are researching. (
10 Facebook, wikis, and blogs are among the unreliable sources. (

(قنا – نجع حمادي 2023) (الإسكندرية – المنتزه ثان 2023) (أسيوط 2023) (بور سعيد – بور فؤاد 2023)

3 Arrange the following steps:

a (............) Gather your notes and trusted information.
b (............) Evaluate the sources. Are they reliable?
c (............) Write a conclusion or final thoughts on the information you have provided.
d (............) Focus only on the topic you are researching.

8 It is essential that your research plan includes ....

a. paragraphs providing information

b. information of questionable authenticity

c. digital blogs d. Facebook posts

2 Put (✓) or (✗):

1 Planning before conducting any digital research is not important. (

يوم – شرق 2023) (أسيوط 2023)

2 Social network sites contain unreliable information. (

3 Choosing your topic is the last step of conducting a digital search. (

سكندرية – وسط 2023)

4 It is necessary that your research plan include an introduction, paragrap and a conclusion about the information you provide. (

– نجع حمادي 2023)

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6 Unreliable sources provide information with some errors. (

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8 It is recommended to consult your teacher about trusted resources. (

9 Focus only on the topic you are researching. (

10 Facebook, wikis, and blogs are among the unreliable sources. (

نا – نجع حمادي 2023) (الإسكندرية – المنتزه ثان 2023) (أسيوط 2023) (بور سعيد – بور فؤاد 2023)

3 Arrange the following steps:

a (............) Gather your notes and trusted information.

b (............) Evaluate the sources. Are they reliable?

c (............) Write a conclusion or final thoughts on the information you have provided.

d (............) Focus only on the topic you are researching.

Lesson 8 Synchronous and Asynchronous Communication

- The internet allows us to communicate instantaneously.
- We can send a quick "Happy Birthday" and have friendly conversations.
- Instant communication is not always a good thing. **Why?**
  - Because sometime we need to give ourselves and others the time to consider the information we send, our question, or their answer.
- So it is important to know when each type of communication is appropriate.

- يتيح لنا الإنترنت التواصل بشكل فوري حيث يمكننا إرسال تهنئة بعيد الميلاد سريعًا وإجراء محادثات ودية.
- التواصل الفوري ليس بالأمر الجيد دائمًا. **لماذا؟**
- لأننا نحتاج في بعض الأحيان إلى منح أنفسنا والآخرين الوقت الكافي للنظر في المعلومات التي ارسلناها أو أسئلتنا أو إجاباتهم.
- لذلك من المهم معرفة متى يكون كل نوع من أنواع التواصل مناسبًا.

Synchronous Communication الاتصال المتزامن

- Synchronous communication is appropriate:
  - Between friends or close family.
  - When the information is urgent or needs to be transmitted quickly.
  - When the information is about day-to-day matters.
  - When an answer does not require very much thought or preparation.

يكون الاتصال المتزامن مناسبًا:

- بين الأصدقاء أو أفراد الأسرة المقربين. • عندما تكون المعلومات ملحة أو بحاجة إلى أن تُنقل بسرعة.
- عندما تدور المعلومات حول مسائل من الحياة اليومية. • عندما لا تحتاج الإجابة إلى الكثير من التفكير والتحضير.







Asynchronous Communication الاتصال غير المتزامن

» Asynchronous communication is appropriate:

- Between people who do not know each other well.
- When the information is important but not urgent.
- When the information is about sensitive or complex matters.
- When an answer requires thought and preparation.

« يكون الاتصال غير المتزامن مناسبًا:

- بين الأشخاص الذين لا يعرفون بعضهم جيدًا.
- عندما تكون المعلومات مهمة، لكن غير مُلحة.
- عندما تدور المعلومات حول موضوعات حساسة أو معقدة.
- عندما تحتاج الإجابة إلى التفكير والتحضير.

Remember

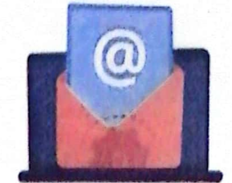
» Online learning environments include synchronous and asynchronous methods of communication.

» Choose the correct tool depending on the situation.

« تذكَّر أن بيئات التعلّم عبر الإنترنت تتضمن وسائل الاتصال المتزامن وغير المتزامن.

« اختر الأداة المناسبة لكل موقف.

Keywords with Synchronous and asynchronous communication

Synchronous	Asynchronous
• Immediate • Instant • Live • Urgent • Real time • Simultaneous • At the same time	• Recorded • Not urgent • Formal communication 

Exercises on Lesson 8

1 Choose the correct answer:

1. When the information is urgent, it is preferable to use .... communication.
   a. asynchronous b. synchronous
   c. recorded video d. email

(الإسكندرية – شرق 2023) (الإسكندرية – المنتزة ثان 2023) (أسيوط 2023) (بورسعيد – بور فؤاد 2023)

2. .... communication is suitable between people who do not know each other well.
   a. Synchronous b. Asynchronous
   c. Video calls d. None of the previous

3. Online learning environments include .... communication.
   a. synchronous b. asynchronous
   c. a and b d. none of the previous

4. If you record a video to teach others how to gain a particular skill, this is considered a form of .... communication.
   a. synchronous b. asynchronous
   c. a and b d. none of the previous

5. 📖 Which of the following situations is appropriate for simultaneous communication?
   a. Contacting the police to report an incident of theft.
   b. Calling your colleague to find out the date of the scheduled trip at the end of the year.
   c. Calling your colleague to talk to him about a topic you learned today at school.
   d. None of the previous.

Theme 3

6 📖 Simultaneous communication is appropriate ....

a. between people who do not know each other

b. between friends or family members

c. with someone who asks you a question that requires thinking

d. none of the previous

7 With .... learning, participants can receive immediate feedb

a. asynchronous b. synchronous c. recorded d. a and b

8 .... communication allows more time to gather the informat resources, thoughts, and opinions before answering the questions.

a. Synchronous b. Asynchronous c. Simultaneous d. a and b

2 Put (✓) or (✗):

1 Synchronous communication doesn't happen in real time. (

2 📖 Simultaneous communication is appropriate when it is between close family members. (

ة – 6 أكتوبر 2023) (الإسكندرية – المنتزة ثان 2023) (بور سعيد 2023)

3 📖 Asynchronous communication is appropriate when the informatic important and requires rapid action. (

4 Online learning environments include synchronous communication o (

5 We use simultaneous communication to have conversations with peo who live far from us. (الدقهلية – منية النصر 2023) (

6 The internet only allows us to communicate simultaneously. (

7 Instant communication is not always a good thing. (

8 Edmodo includes only asynchronous methods of communication. (

9 Synchronous communication is appropriate when the information is about day-to-day matters. (   )

10 If the information is about sensitive or complex matters, you can use instant communication. (   )



3 Select the appropriate type of communication in each of the following situations:

Situations	Synchronous	Asynchronous
1 Members of a team sending their opinions about a project using emails.		
2 A football match is live on a TV channel.		
3 An article in a journal is about the history of ancient Egyptians.		
4 You are contacting the ambulance to report an accident.		
5 You are commenting on your friend's post on Facebook after you go home.		
6 Students communicating virtually with their teachers through Zoom.		
7 Students sending their tasks through Edmodo after thought and preparations.		
8 Holding a virtual meeting between close family members.		

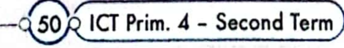
Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. .... are well-written, without grammar or spelling mistakes.
   a. Reliable sources b. Unreliable sources
   c. Wiki pages d. Blogs
2. The internet allows us to communicate ....
   a. instantly b. asynchronously c. simultaneously d. all the previou
3. .... communication is suitable between people who do not know each other well.
   a. Synchronous b. Asynchronous c. Live d. Real time
4. Twitter, Facebook, and WhatsApp are examples of ....
   a. video-sharing platforms b. socialization
   c. browsers d. a and b
5. .... communication is common between friends or close family members.
   a. Synchronous b. Asynchronous c. Paper letters d. Email
6. .... communication is appropriate when communicating formally.
   a. Synchronous b. Asynchronous c. IM d. Live
7. Asynchronous communication doesn't need .... response.
   a. immediate b. urgent c. instant d. all the previou

2 Put (✓) or (✗):

1. It's important to plan before conducting a digital search.(الأزهر الشريف 2023) ( )
2. Facebook, Wiki pages, and blogs are reliable sources. (بورسعيد 2023) ( )
3. Choose the appropriate communication tool depending on the situation ( )
4. The citation of sources is not necessary when conducting a digital search ( )
5. Asynchronous communication is appropriate when the information is urgent (الإسكندرية – إدارة شرق 2023) ( )
6. It is not important to evaluate the reliability of the information you find.( )
7. In the unreliable sources, the information is presented in a professional fashion ( )
8. You must be careful with the information you find on Facebook. ( )





Summary on Theme 3 Digital Citizenship

Lesson 1


William Tyner

William Tyner is a:

1. Cultural anthropologist. 2. Technologist. 3. Filmmaker.

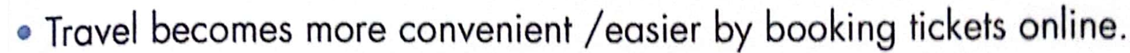
- Using technology in a positive way helps people become successful digital citizens.



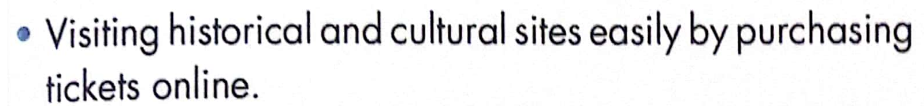
- Digital communication is important to:



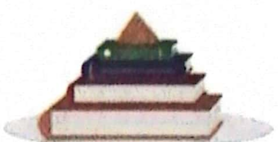
  a. Exchange opinions. b. Build good relationships.

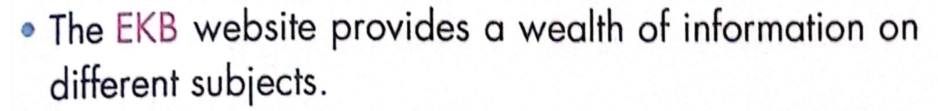


- Travel becomes more convenient /easier by booking tickets online.



- Visiting historical and cultural sites easily by purchasing tickets online.





- The EKB website provides a wealth of information on different subjects.

Lesson 2

Digital Citizenship: It is the ability to use digital technology ethically, responsibly, and safely.

Digital Footprint: It is a record of what you do online.

Piracy: It is the illegal circulation of content to be shared or sold to others.

Rights	Responsibilities
1. No one can copy or share your digital footprint without your consent.	1. Never commit piracy for protected content.
2. Engage with others online.	2. Show positive behavior online.
3. Provide and access information and entertainment online.	3. Evaluate what you're viewing or sharing.
4. Use the internet anytime.	4. Evaluate how you're using the internet.

How to be a good digital citizen?

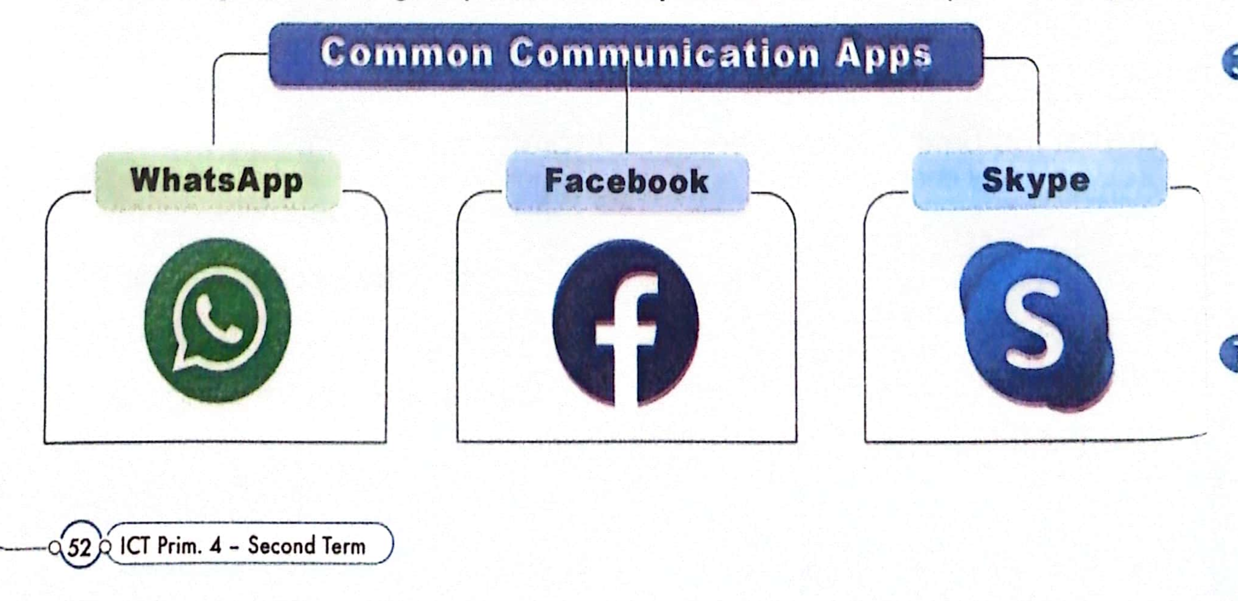
1. Be ethical and responsible	2. Stay safe online
» Treat others online with respect. » Credit sources of information. » Respect intellectual property rights.	» Set strong passwords for your accounts. » Choose websites you visit wisely. » Use updated software. » Respect the law. » Monitor online screen time.

Lesson 3

- The EKB is a digital library that provides free access for Egyptian citizens.
- The EKB holds webinars on how to register on EKB and use it.
- Digital devices help non-verbal people in communication and learning languages.

» Digital devices, such as smartphones, tablets, and laptops.

- You can use video-sharing platforms to learn or teach new things.
- You can socialize online by:
  1. Working with classmates outside of school on a project.
  2. Video chatting with your friends.
  3. Joining an online group that shares your interests, like sports and games.





Synchronous Communication	Asynchronous Communication
It is exchanging information between people at the same time (simultaneously). It occurs in real time. It involves instant (immediate) response.  1 Video chats 2 Live television shows 2 Instant chat rooms	It is exchanging information between people that does not necessarily at the same time. It does not require an instant response.  1 Sending a file via email. 2 Recording educational programs.

1- Synchronous Communication

1. Video Chats:
   - They allow you to communicate live with one or more people.
2. Instant Messaging (IM):
   - It allows you to send messages using the internet.
   - Messages could include just text, or pictures, or videos..



3. Chat Rooms:
   - These allow you to communicate in a group that usually focuses on one particular subject.

2- Asynchronous Communication

1. Email:
   - It allows you to send and receive messages.
   - It is more formal than (IM).

2 Cell Phone Applications:

- They run on your mobile device.
- Some applications are pre-installed on your mobile device.
- Others need to be downloaded.



Lesson 5

1 Making Video Chat:

- To start a video chat, create a link and send it to the participants.
- To join a video chat, click the link and wait to be "let in" by the person who started the video chat.
- You can also mute your microphone or turn off your camera at any time.
- If your camera is ON, anyone in video chat can see you.
- Be properly dressed and behave as if in a public place.

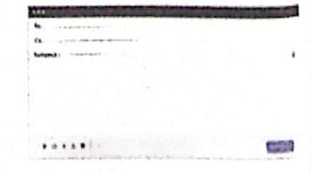
2 Chat Rooms:

- You can send messages and reply to others' messages.
- Be properly dressed and behave as if in a public place.
- Anyone who has access to the chat room will be able to read your messages.

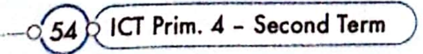
3 Instant Messaging:

- After typing your message, the last step is clicking on the "Send" icon.
- Instant messaging is a fun, casual (informal) way to communicate.

4 Email:



- Email is commonly used in more formal situations, such as creating an account on the EKB.
- In the "To:" field, type the email address of your friend.
- In the "Subject" line provide clear information on the title of the email.
- Use greetings and endings.
- You can send an attachment, be sure it is safe and accurate.





- Online learning environments, such as Edmodo.
- They allow teachers and students to communicate.
- Teachers can provide virtual lessons, quizzes, and homework.
- Students can message teachers and submit assignments online.

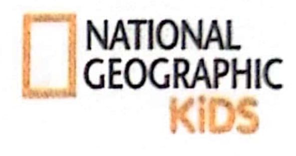
1. Egyptian Knowledge Bank (EKB):
   - It is the first online library in Egypt that contains a variety of resources.



2. Vlaby:
   - It is a virtual lab platform.
   - It enables students and teachers to do lab experiments.



3. National Geographic Kids:
   - A popular online source for kids to find information on a variety of subjects, such as animals, science, history, and geography.



4. Mapmaker Interactive:
   - A special interactive feature delivered by National Geographic.
   - It provides online mapping tools for students and teachers.
   - Mapmaker Interactive is one of the safest sites for research and data collection.

Lesson 7

- It's important to plan before conducting a digital search.

1. Choose your search topic.
2. Choose the types of online sources you will use.
3. Evaluate the selected sources.

SUMMARY on Theme 3

a Reliable Sources:

- They are pieces of information written and verified by experts.
- The information that is presented in a professional fashion.
- They are well-written, without grammar or spelling mistakes.

b Unreliable Sources:

- The information that is presented in a professional fashion.
- They are information full of opinions, errors, and even lies, such as:
  1. Wiki pages
  2. Blogs
  3. Social media sites, such as Facebook
- Stay focused on the topic you're researching.
- Credit the sources in your report.
- Finally, write an outline that includes an introduction, supporting paragraphs, and a conclusion.

Lesson 8

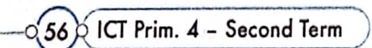
Synchronous communication is appropriate:

- Between friends or close family members.
- When the information is urgent or needs to be transmitted quickly.
- When the information is about day-to-day matters
- When an answer does not require very much thought or preparation.

Asynchronous communication is appropriate:

- Between people who do not know each other well.
- When the information is important but not urgent.
- When the information is about sensitive or complex matters.
- When an answer requires thought and preparation.

Online learning environments include synchronous and asynchronous methods of communication.





1 Choose the correct answer:

1. .... help citizens to communicate and exchange information.
   a. Schools b. Companies c. Digital tools d. Books
2. Stay safe online by.................... .
   a. sharing your information b. setting strong passwords
   c. hacking d. piracy (الإسكندرية – شرق 2023)
3. .... is a digital library that helps students access learning materials.
   a. The EKB b. Google c. Facebook d. Windows

   (الإسكندرية – شرق 2023)
4. .... allow(s) you to communicate live.
   a. Word program b. Browser c. Video chats d. Email
5. Showing positive behavior in your communication online is one of your ....
   a. rights b. responsibilities c. privacy d. piracy

2 Put (✓) or (✗):

1. You can communicate with your friends using Skype. (   )
2. In Egypt, it is difficult to book tickets for trains or airplanes online. (   )
3. A cell phone application allows you to chat with your friends. (   )
4. One of the ethical behaviors is to respect intellectual property rights. (   )
5. Information and communication technology has no positive effects. (   )

3 Complete the following using the words between the brackets:

(EKB- Vlaby- Piracy- Digital citizenship- IM)

1. .... refers to the principles and responsibilities that must be followed when dealing with technology.
2. .... is a virtual laboratory platform.
3. .... allows sending text messages via internet applications.
4. .... is copying digital content without the permission of its owner for the purpose of selling it.
5. The .... allows Egyptian citizens to access learning materials.

(القاهرة – حلوان 2023)

Model Exam 2

1 Choose the correct answer:

1. To send an email to your friend, you should add their email address in the .... field.
   a. 'From' b. 'To' c. 'Subject' d. 'Body'
2. .... is a virtual lab platform that enables students and teachers to do laboratory experiments in an interactive environment.
   a. Vlaby b. National Geographic Kids
   c. EKB d. Paint
3. .... communication doesn't require an instant response, such as email.
   a. Synchronous b. Asynchronous c. Instant d.Simultenous
4. To start a ...., you must create a link and send it to the participants.
   a. presentation b. chat room c. video chat d. sms
5. Edmodo is considered a digital ....
   a. learning environment b. library c. browser d. book

2 Put (✓) or (✗):

1. You can copy scientific content without the permission of the owner. (السويس 2023) (   )
2. In video chats, the person in charge can turn off people's microphones. (   )

3. National Geographic Kids enables teachers to conduct laboratory experiments. (الشرقية – 10 من رمضان 2023) (   )
4. Facebook, Wiki pages, and blogs are reliable sources. (بور سعيد 2023) (   )
5. Asynchronous communication is appropriate when the information is urgent. (   )

3 Complete the following using the words between the brackets:

(EKB – Send – email – Skype – Reliable)

1. The .... application is used to conduct group video chats. (الجيزة – الدقي 2023)
2. We use .... to send electronic messages of an official nature.
3. Clicking on the .... icon is the last step to do instant messaging.
4. The .... is the first electronic library in Egypt that contains resources on a variety of topics.
5. .... sources are articles or information written and verified by experts.

Model Exam 3

1 Choose the correct answer:

1. .... enables you to use digital technology is an ethical, responsible, and safe manner. (السويس 2023)
   a. Digital citizenship b. Digital footprint c. Digital piracy d. Privacy
2. .... allows you to send and receive messages more formally.
   a. Information b. Facebook c. Email d. IM
   (محافظة القاهرة – إدارة عين شمس 2023)
3. Teachers can provide virtual lessons to students through the ....
   a. Facebook b. Edmodo c. WhatsApp d. Google
4. .... may be full of personal opinions and even lies.
   a. Reliable sources. b. Unreliable sources c. EKB d. Books
5. Fans of a famous actor track his posts online, this is a part of his digital ....
   a. piracy b. privacy c. hacking d. footprint

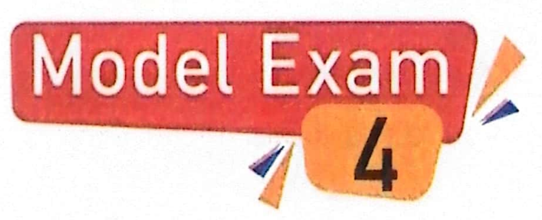
2 Put (✓) or (✗):

1. ICT tools facilitate communication among people all over the world. (   )
2. To be safe online, you should set weak passwords. (   )
3. ICT tools enable people of determination to communicate with teachers and view school subjects. (الجيزة – الدقي 2023) (   )
4. People may use chat rooms to maintain a discussion on a particular topic. (   )
5. No problem to communicate with an unknown person online without consulting any of your family members. (   )

3 Complete the following using the words between the brackets:

(Synchronous - video chat - Asynchronous - Internet Explorer - camera)

1. .... communication is common between friends or close family.
2. .... is one of the internet browsers. (الجيزة – أوسيم 2023)
3. We need a .... when we have a video chat. (الجيزة – الهرم 2023)
4. .... communication is used when the answer needs thought and preparation.
5. To join a ....you have to click on its link. (الجيزة – الشيخ زايد 2023)



1 Choose the correct answer:

1. To inform the ambulance of an accident on the road, you will use ....
   - a. email
   - b. synchronous communication
   - c. asynchronous communication
   - d. letters
2. .... provides online mapping tools for students and teachers.
   - a. Mapmaker Interactive
   - b. Vlaby
   - c. Edmodo
   - d. EKB
3. When the camera is turned on during a video chat, ...
   - a. be properly dressed
   - b. anyone can see you
   - c. a and b
   - d. none of the previous

4. To stay safe online, you should set .... passwords.
   a. strong   b. weak   c. similar   d. known
5. Evaluating whether your use of the internet is useful or not is one of your ....
   a. rights   b. privacy   c. responsibilities   d. piracy
6. When a person copies digital content without the owner's permission for the purpose of selling it, this is called ....
   a. piracy   b. privacy   c. digital footprint   d. a and b
7. Which of the following is a reliable digital learning resource via the internet?
   a. WhatsApp   b. The EKB   c. Facebook   d. Wiki

2 Put (✓) or (✗):

1. It's important to plan before conducting a digital search. (   )
2. You have the right to be protected from piracy. (الجيزة – الدقي 2023) (   )
3. Skype is an asynchronous communication medium. (   )
4. Online learning environments do not allow teachers and students to communicate with each other. (الأزهر الشريف 2023) (   )
5. The process of communication between individuals at the same time is called asynchronous communication. (الغربية – غرب 2023) (   )
6. Simultaneous communication is appropriate between close family members. (   )
7. Facebook, wikis, and blogs are among the reliable sources. (   )
8. Edmodo is an example of a virtual class. (   )

Model Exam 5

1 Choose the correct answer:

1. Traveling becomes easier by booking tickets for .... online.
   a. trains   b. airplanes   c. cinema   d. a and b
2. When a person copies digital content without the owner's permission for the purpose of selling it, this is called .... (بور سعيد – بور فؤاد 2023)
   a. digital citizenship   b. digital footprint
   c. digital piracy   d. digital privacy

3. You can write the title of your message via email in the .... field.
   a. 'From' b. 'Attachments' c. 'Subject' d. 'To'

(الدقهلية – غرب المنصورة 2023)

4. .... provides tools to help pupils in drawing maps online.
   a. Vlaby b. Mapmaker Interactive
   c. Edmodo d. EKB (المنوفية – شبين الكوم 2023)

5. When the information is urgent, it is preferable to use .... communication.
   a. synchronous b. asynchronous c. paper letters d. email

6. Using the internet when you need is considered one of your ....
   a. rights b. responsibilities c. piracy d. a and b

7. .... is a record of what you do online, including the sites you visit.
   a. Digital footprint b. Ministry c. MS Word d. Piracy

2 Put (✓) or (✗):

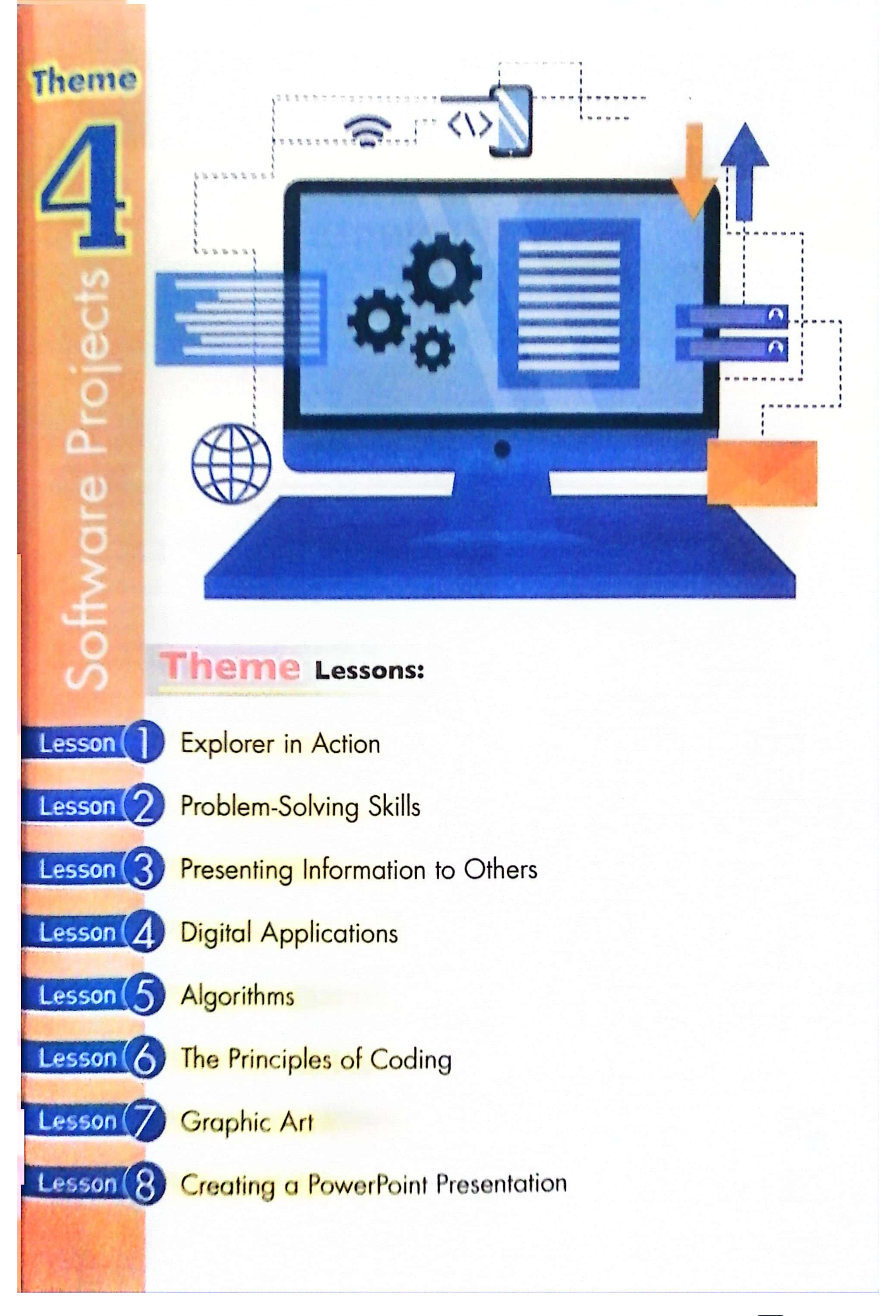
1. Digital citizenship is the inability to use technological tools. (   )

(الدقهلية – غرب المنصورة 2023)

2. IM apps allow you to send text messages, pictures, and videos using the internet. (   )
3. You cannot turn off your microphone or camera after you start the video chat. (   )
4. It is important to have good manners and etiquette when dealing with others online. (   )
5. Instant messaging is a fun and casual way to communicate. (   )

(القاهرة – عين شمس 2023)

6. To create an account on the EKB web site, you must have and use an email. (   )
7. Digital tools can help a nonverbal person communicate. (   )
8. Digital tools are used to book tickets for trains and planes online. (   )


Theme
4
Software Projects
Theme Lessons:
Lesson 1 Explorer in Action
Lesson 2 Problem-Solving Skills
Lesson 3 Presenting Information to Others
Lesson 4 Digital Applications
Lesson 5 Algorithms
Lesson 6 The Principles of Coding
Lesson 7 Graphic Art
Lesson 8 Creating a PowerPoint Presentation

Scope and Sequence

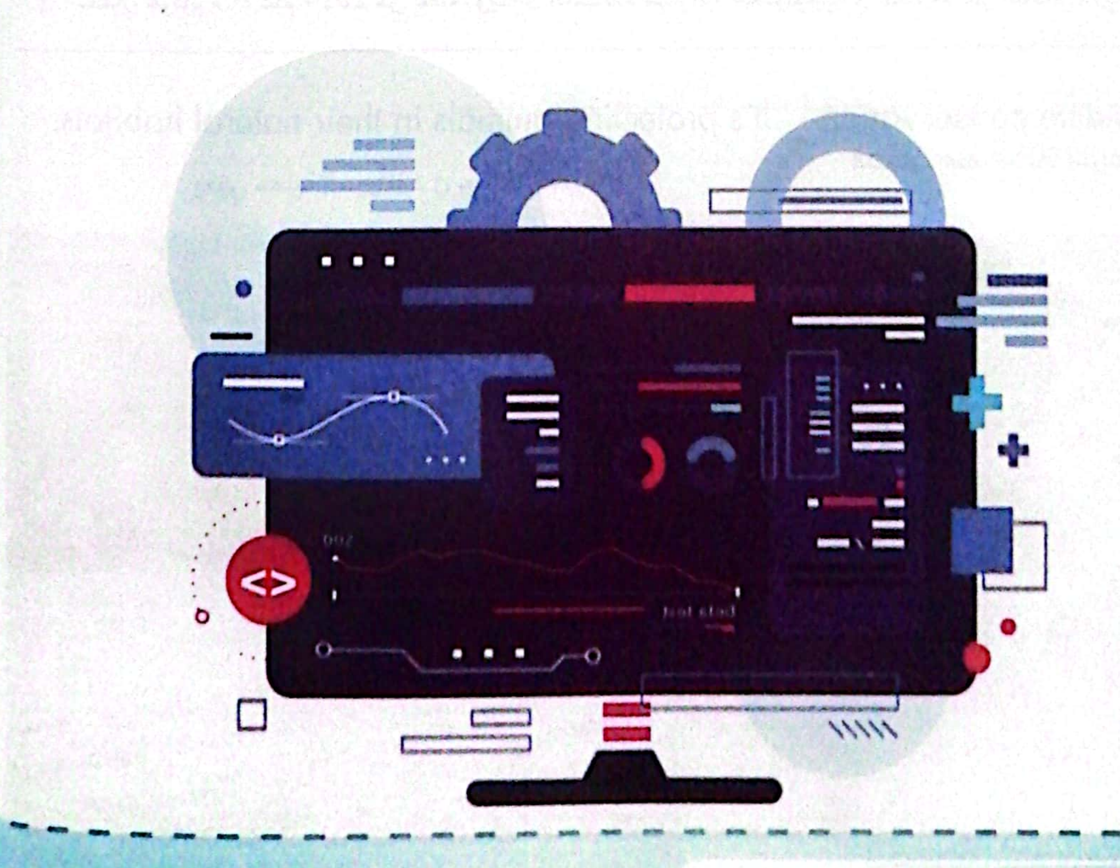
Theme 4 Software Projects

Essential Question: How can ICT tools benefit our lives

Lessons	Topics	Skills Integration		
		Life Skills	Values	Issues an Challeng
LESSON 1 Explorer in Action	• Different kinds of software • Applying ICT applications in (research, games, ...) • How ICT tools are helping animals around the world	**Learning to do:** Productivity; setting goals **Personal values:** Accountability; setting expectations	**Work values:** Cooperation **Personal values:** Companion	**Environment ar development is** Environmental responsibility; sustainable development
LESSON 2 Problem -Solving Skills	• The steps involved in problem-solving • How to analyze and solve problems	**Learning to know:** Critical thinking; problem solving	**Work values:** Cooperation	**Citizenship issu** Belonging **Environment a development i** Social particip
LESSON 3 Presenting Information to Others	• Tools and techniques for presenting information • Design concepts	**Learning to do:** Decision making **Learning to be:** Sharing	**Academic values:** Curiosity	**Environment a development i** Environmental pollution; susta development
LESSON 4 Digital Applications	• How to evaluate sources found via search engines • Problem-solving • How to use Word and Excel	**Learning to know:** Critical thinking; creativity	**Personal values:** Independence	**Globalization i** Technological awareness
LESSON 5 Algorithms	• The concept of algorithms • How a search engine uses algorithms • How to solve a problem using an algorithm	**Learning to live together:** Means of communication **Learning to know:** Problem solving	**Academic values:** Appreciation of mathematics	**Globalization is** Digital citizenship
LESSON 6 The Principles of Coding	• The concept of coding • Coding and how it helps to solve problems	**Learning to know:** Creativity	**Work values:** Proficiency **Academic values:** Appreciation of mathematics	**Globalization is** Civilizational communication
LESSON 7 Graphic Art	• How to use graphic editors • How to add and edit photos • How visuals can help a presentation	**Learning to live together:** Reviewing goals	**Work values:** Perseverance	**Globalization is:** Technological awareness
LESSON 8 Creating a PowerPoint Presentation	• Important elements of a presentation • PowerPoint features	**Learning to live together:** Means of communication **Learning to do:** Creating a set of instructions	**Work values:** Perseverance **Personal values:** Independence	**Globalization is:** Technological awareness



In this theme, you will learn about different types of programs that you can use effectively when carrying out your study tasks, and you will look for different usages of these programs. You will also design a simple digital project, making use of what you have learned.



Lesson 1 Explorer in Action

Who is Gautam Shah?

1. Gautam Shah is the founder of the 'Internet of Elephants' organization.
2. He worked as an IT specialist in many countries, such as:
   - United States
   - India
   - Argentina
   - Kenya
3. In 2014, he quit his job in IT and began to use his technological skills for wildlife conservation.

1. هو مُؤسِّس منظمة "Internet of Elephants"
2. عمل خبيرًا في مجال تقنية المعلومات في الكثير من البلدان، منها: الولايات المتحدة الأمريكية، والهند، والأرجنتين، وكينيا.
3. استقال غوتام شاه عام 2014 من عمله، وبدأ في استخدام مهاراته التكنولوجية في الحفاظ على الحياة البرية.

Wildlife conservation الحفاظ على الحياة البرية: It's protecting animals in their natural habitats.

يعني حماية الحيوانات في بيئاتها الطبيعية.



What is the 'Internet of Elephants'?

- Gautam Shah set up the Internet of Elephants to use technology and online games to bring wildlife into people's daily lives.
- The organization uses ground-breaking digital tools to connect people with wildlife around the world.
- The team at the Internet of Elephants uses the data they collect by GPS to create interactive online games.
- The team works with animal conservation organizations from all over the world.

- أنشأ غوتام شاه منظمة Internet of Elephants ليستخدم التكنولوجيا والألعاب على الإنترنت؛ لإدخال الحياة البرية ضمن اهتمامات الناس اليومية.
- تَستخدم المنظمة أدوات رقمية رائدة ومبتكرة؛ لتعزيز العلاقة بين الناس والحياة البرية حول العالم.
- يستخدم فريق منظمة Internet of Elephants البيانات التي يجمعها بواسطة GPS؛ لتصميم ألعاب تفاعلية على الإنترنت.
- يعمل الفريق مع منظمات أخرى للحفاظ على الحيوانات حول العالم.

- Internet of Elephants creates unique mobile games using:

Augmented Reality



Data Visualization



- These games allow people to interact with amazing creatures.
- These games tell the stories of individual animals, and players can follow their daily lives.
- The mobile games enable you to interact with amazing animals wherever you're in the world.

- تُصمِّم Internet of Elephants ألعابًا تليفونية فريدة، باستخدام تقنية الواقع المعزز، ومؤثرات عرض البيانات التي تسمح للناس بالتفاعل مع مخلوقات رائعة.
- تروي هذه الألعاب قصة كل حيوان على حدة، ويمكن للاعبين تتبُّع الحياة اليومية لكل حيوان.
- العاب الهاتف المحمول تمكنك – أينما كنت حول العالم- من التفاعل مع الحيوانات الرائعة.

- Augmented reality allows you to virtually see real-world environments and provides information about them through screens and digital tools designed for this purpose.

- يتيح لك الواقع المعزز رؤية بيئات العالم الحقيقي افتراضيًا وتوفير معلومات عنها من خلال الشاشات والأدوات الرقمية المصممة لهذا الغرض.



Exercises on Lesson 1

1 Choose the correct answer:

1. .... is protecting animals in their natural habitats.
   a. Augmented reality   b. Wildlife conservation
   c. Digital wildlife   d. None of the previous answers

2. .... let(s) you virtually see the real environment of the things you would like to see.
   a. Augmented reality   b. Bluetooth
   c. GPS   d. Glasses

   (الجيزة – 6 أكتوبر 2023) (الإسكندرية – وسط 2023)

3. The Internet of Elephants designs interactive ....
   a. movies   b. games
   c. animations   d. films   (الإسكندرية – المنتزه أول 2023)

4. Gautam Shah uses .... to save the wildlife.
   a. technology   b. games
   c. Facebook   d. a and b   (الشرقية – 10 من رمضان 2023)

5. ...... is used to collect the data needed to design interactive online games.
   a. GPS   b. Animation
   c. Augmented reality   d. Google

6. 🕮 You can see many archaeological sites inside and outside Egypt while you are at home using ....
   a. augmented reality   b. piracy
   c. digital footprint   d. a and b

   (الإسكندرية – المنتزه ثان 2023) (أسيوط 2023) (السويس 2023)

2 Put (✓) or (✗):

1. Augmented reality technologies help provide information to you interactively. (   )

(الإسكندرية – المنتزه ثان 2023) (السويس 2023) (بور سعيد 2023)

2. The Internet of Elephants is an organization to help students learn. (   )
3. The Internet of Elephants uses the data collected via the GPS to design interactive games. (   )
4. Wildlife conservation is protecting animals in the zoo. (   )
5. Augmented reality lets you virtually see the real environment of the things you would like to see. (بور سعيد 2023) (   )
6. The Internet of Elephants uses outdated digital tools to connect people with wildlife. (   )
7. Mr. Shah uses technology in online games to bring wildlife into people's daily lives. (   )
8. The Internet of Elephants creates unique mobile games using augmented reality. (   )

3 Complete the following using the words between the brackets:

(data visualization - IT specialist - augmented reality - virtually - Wildlife conservation)

1. .... is protecting animals in their natural habitats.
2. Augmented reality allows you to .... see real-world environments
3. Gautam Shah worked in many countries as an ....
4. The Internet of Elephants creates unique mobile games using .... and ....

Lesson 2

Problem-Solving Skills

- When using ICT tools, you may face problems that you'll need to think through and solve.
- Here are common steps that you can take:

- عند استخدام أدوات تكنولوجيا المعلومات والاتصالات، قد تواجه بعض المشكلات التي تحتاج إلى التفكير فيها وحلًها.
- فيما يلي بعض الخطوات الشائعة التي يمكنك اتخاذها.

1 Construct a Hypothesis

A hypothesis is an educated guess about how things work.

- It is an attempt to answer your question with an explanation that can be tested.

- بناء فرضية: الفرضية هي تخمين علمي حول كيفية حدوث الأشياء.
- فهي محاولة للإجابة عن سؤالك بتفسير يمكن اختباره.

2 Test Your Hypothesis

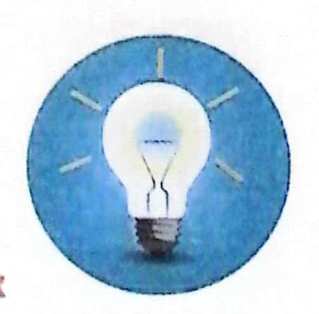
- Do not conduct any test that is not safe.

- اختبر فرضيتك: لا تنجز أي اختبار يعرضك للخطر.

3 Was Your Test Successful?

- If not, don't worry, we learn from our mistakes.
- What did you learn? How can this help you construct your next hypothesis?

- هل نجح اختبارك؟ ما من مشكلة إذا لم ينجح، فنحن نتعلم من أخطائنا.
- ماذا تعلمت؟ كيف سيساعدك ذلك على بناء فرضيتك التالية؟



Theme 4

Breaking Down Problems Into Smaller Sections

تقسيم المشكلات إلي أجزاء صغيرة

» Some ICT problems may be more complicated than others, so:

1. Break down the problem into small sections.
2. Work on solving it step-by-step.
3. If you have a group of people solving the problem, assign each person one section.

« قد تكون بعض مشكلات تكنولوجيا المعلومات والاتصالات أكثر تعقيدًا من غيرها لذا:

1. اعمل على تقسيم هذه المشكلات إلى أجزاء صغيرة.
2. قم بالعمل على حلها خطوة بخطوة.
3. إذا كان معك مجموعة من الأشخاص يساعدونك في حلّ مشكلة، فخصِّص لكلّ منهم جزءًا صغيرا من أجزائها ليحلّه.

Problem 1 Your teacher asks you to help organize a class trip.

» If you break the task down into smaller tasks, the task becomes more manageable.

1. Decide on a destination for the trip.
2. Determine when you will go and at what time.
3. Find out the price of the trip per student.
4. Determine how you and your class will get to the destination.
5. Determine what everyone will need to bring with them.
6. Come up with a list of rules to follow on the day of the trip.

« إذا قسمت المهمة إلى مهام أصغر، فستصبح أكثر قابلية للإدارة.



1. قرِّر وجهة الرحلة.
2. حدِّد تاريخ الرحلة وتوقيتها.
3. اسأل عن سعر الرحلة لكل تلميذ.
4. حدِّد كيفية وصولك مع زملائك إلى الوجهة.
5. حدِّد الأغراض التي على التلاميذ إحضارها معهم.
6. ضع قائمة بالقواعد التي يجب اتباعها يوم الرحلة.

Problem 2 Microsoft Word isn't responding and you need to know why.

1. Check if the keyboard is well connected.
2. Restart your computer.
3. Type a few letters on a Word page.
4. Try connecting another keyboard, if available.
5. You can ask your teacher to help you.

1. تحقّق من اتصال لوحة المفاتيح.
2. أعد تشغيل الكمبيوتر.
3. افتح برنامج Word، ثم اكتب بعض الحروف.
4. حاول استبدال لوحة المفاتيح بأخرى جديدة اذا كانت متاحة.
5. يمكنك أن تطلب من معلمك مساعدتك.



Test Yourself

Complete the following:

1. A .... is an educated guess about how things work.
2. The first step to solve an ICT problem is ....
3. If the problem is complicated, ... it down into smaller sections
4. If you are organizing a school trip, the first task is ....



1 Choose the correct answer:

1 The first step in problem solving is ....

a. hypothesis testing
b. asking your teacher
c. hypothesis building
d. none of the previous answers

(الإسكندرية – شرق 2023) (البحيرة – دمنهور 2023)

2 .... is an attempt to answer your question with an explanation that can be tested.

a. Hypothesis building
b. Hypothesis testing
c. Solving problems
d. None of the previous answers

3 A .... is an educated guess about how things work.

a. problem
b. digital footprint
c. hypothesis
d. test

(الإسكندرية – وسط 2023)

4 To solve a specific problem, you must .... the problem.

a. leave
b. break down
c. prepare
d. ignore

(الجيزة – 6 أكتوبر 2023) (الإسكندرية – وسط 2023)

5 📖 You should be careful when solving problems that may pose a risk to you during the .... step .

a. hypothesis building
b. hypothesis testing
c. data collection
d. reporting

(الغربية – غرب 2023) (السويس 2023)

6 📖 While turning on your computer, you found that it was not responding. You guessed that there was a malfunction in the operating switch; this guess is called a/an ....

a. assumption
b. digital citizenship
c. digital footprint
d. testing

(السويس 2023)

7. To provide the proposed solutions to solve the problem of the computer speakers not working, you must first ....

   a. test the hypothesis b. prepare the hypothesis

   c. verify the success of the test d. ask your teacher (السويس 2023)

8. The last step in organizing a trip is ....

   a. making a list of the rules b. deciding the location of the trip

   c. selecting the trip date d. none of the previous answers

9. You watched your teacher make sure that the keyboard cable is connected to the place designated for it; this means that he is taking the .... step.

   a. hypothesis building b. hypothesis testing

   c. digital footprint d. a and b (السويس 2023)

2 Put (✓) or (✗):

1. In your daily life, you don't face any problems when using ICT tools.
   (الشرقية – 10 من رمضان 2023) (   )

2. The first step in problem solving is hypothesis testing.
   (الغربية – غرب 2023) (   )

3. 📖 When making a guess to solve a problem, this guess is called the hypothesis. (الجيزة – 6 أكتوبر 2023) (   )

4. When testing your hypothesis, it is necessary not to do any test that puts you at risk. (الجيزة – الدقي 2023) (   )

5. Problems should not be divided into small parts so as not to be difficult to solve. (بورسعيد 2023) (   )

6. Your success in solving the problem means you succeeded in testing your hypothesis. (   )
   (بورسعيد 2023) (السويس 2023) (قنا – نجع حمادي 2023) (الإسكندرية – المنتزة ثان 2023)

7. Any big problem should be left without solving. (   )

8. In the hypothesis testing stage, a guess is made about how the problem occurred. (   )

9. It is important to break complex problems into small parts when solving them. (الجيزة – الدقي 2023) (الفيوم – شرق 2023) (   )

10. If you solve a problem with your colleagues, assign each person one section. (   )

3 Rearrange the following steps to organize a class trip:

a. (..............) Determine what everyone will need to bring with them.

b. (..............) Decide on a destination for the trip.

c. (..............) Determine when you will go and at what time.

d. (..............) Find out the price of the trip per student.

e. (..............) Determine how you and your class will get to the destination.

4 Your friend asked you to go with them to the cinema to watch a movie. Try to arrange the following steps:

a. (..............) Ask your friend about a suitable time for them.

b. (..............) Book a movie ticket from the cinema.

c. (..............) Ask your friend which movie they would like to see.

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. You can watch wildlife while you are in your home using .... technology.
   a. artificial intelligence b. augmented reality c. anthropology d. b & c
   (الإسكندرية – شرق 2023)
2. .... is breaking down problems into smaller sections and solving them.
   a. Spam b. Problem complication
   c. Problem solving d. a & b
3. If your teacher asks you to solve a complicated problem, you must .... the problem. (الإسكندرية – وسط 2023)
   a. leave b. break down c. prepare d. ignore
4. The first step to solve a problem is to ....
   a. construct a hypothesis b. test the hypothesis c. choose your topic
   d. none of the previous answers (الجيزة – 6 أكتوبر 2023) (الإسكندرية – 6 وسط 2023)
5. .... conservation is protecting animals in their natural habitats.
   a. Internet of Elephants b. Wildlife c. Online games d. AR
   (الدقهلية – منية النصر 2023)

2 Put (✓) or (✗):

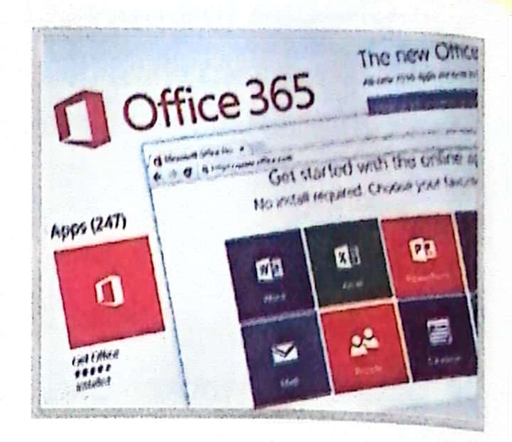
1. The Internet of Elephants is an organization concerned with wildlife. (   )
2. Any big problem should be left without a solution. (   )
3. When making a guess to solve a problem, this guess is called the hypothesis test. (القاهرة – النزهة 2023) (السويس 2023) (   )
4. Major problems must be analyzed and divided into smaller parts for easy solution. (الإسكندرية – العجمي 2023) (   )
5. When testing your hypothesis, it is necessary not to do any test that puts you at risk. (الجيزة – بولاق الدكرور 2023) (الإسكندرية – برج العرب 2023) (   )

3 Complete the following using the words between the brackets:

(hypothesis - IT specialist - problem solving - Augmented reality - hypothesis test)

1. Gautam Shah worked as an .... in many countries .
2. When making a guess to solve a problem, this guess is called a ....
3. There are common steps that you can take to make .... easier.
4. After constructing a hypothesis, you should conduct a ....
5. .... allows you to virtually see real-world environments.

Lesson 3 Presenting Information to Others

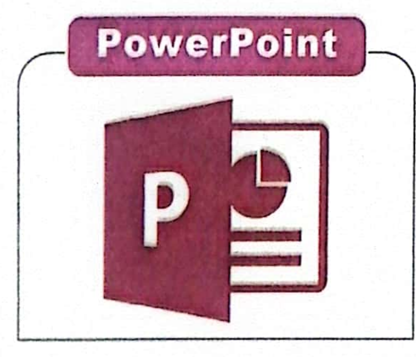


- When you are presenting information, think about the digital tools you will need to best present it.
- For example, to create a digital poster or billboard, you will need software, such as Microsoft 365.

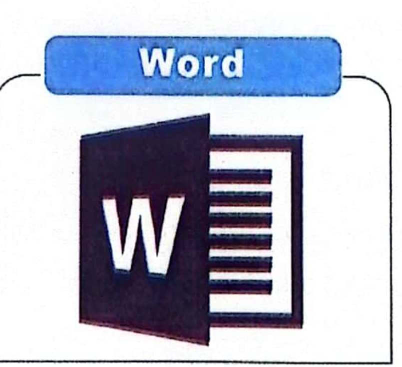
- عند تقديم المعلومات، فكر في الأدوات الرقمية التي ستحتاجها لتقديمها على أفضل وجه.
- على سبيل المثال، لإنشاء ملصق رقمي أو لوحة إعلانية ستحتاج إلى برنامج مثل Microsoft 365.

Microsoft 365 includes different options, such as:

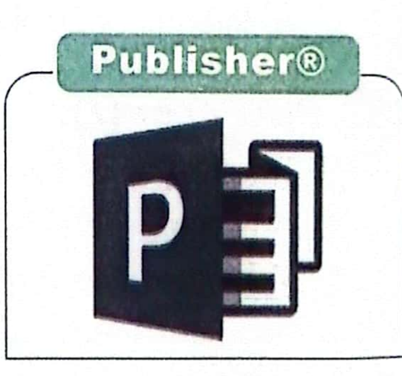
PowerPoint



Word



Publisher®



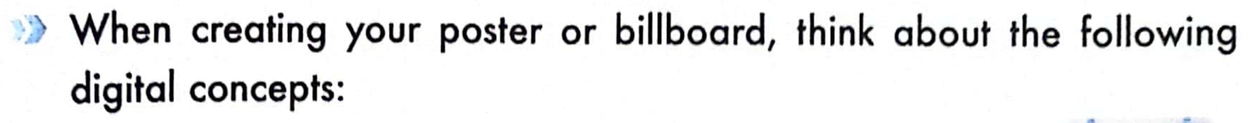
To access Microsoft 365's bundle,

1. You will need to have a digital device that supports the software.
2. You will have to update your computer to handle this software.

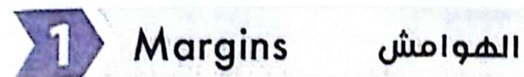
للوصول إلى حُزمة Microsoft 365:

1. ستحتاج إلى جهاز رقمي يتحمل البرنامج.
2. عليك التأكد من أن جهاز الكمبيوتر الخاص بك مُحدَّث؛ ليتحمل البرنامج الذي يتم تنزيله.

Digital concepts to consider
المفاهيم الرقمية التي يجب أخذها في الاعتبار



When creating your poster or billboard, think about the following digital concepts:



1 Margins الهوامش

- A margin is the space left around the edges of your poster or billboard.
  1. Don't crowd the edges of a poster or billboard.
  2. If you include content too close to the edge, it will appear cramped, visually unappealing, and overwhelming.
  3. A 25-mm margin will help design a good poster.

- الهامش هو المساحة المتبقية حول أطراف الملصق أو اللوحة الإعلانية.
  1. لا تكدس حافة الملصق أو اللوحة الإعلانية.
  2. إذا أضفت محتوى قريب جدًا من الأطراف، فسيبدو الملصق أو اللوحة الإعلانية مكتظًا وغير جذاباً من الناحية البصرية، ومربكاً.
  3. هامش 25 ملم سيساعد في تصميم بوستر جيد.

2 Font size حجم الخط

- Always be sure to choose a font size that is easy to read.

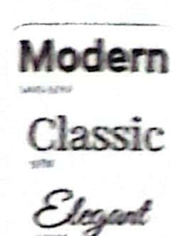
If you choose a small font size, →	your audience will have to strain to read the information.
If you choose a too big font size, →	you'll have to limit the amount of information.

- تأكد دائمًا من اختيار حجم خط تسهل قراءته.
- إذا اخترت حجم خط صغيرًا جدًّا، فسيضطر جمهورك إلى بذل جهد كبير لمحاولة قراءة المعلومات.
- إذا اخترت حجم خط كبيرًا جدًّا، فستضطر إلى اختصار المعلومات التي تشاركها.



Theme 4

3 Font type نوع الخط



- There are many fonts you can choose from.
- Sometimes, simple fonts is better.
- A complicated or decorative font is distracting and hard to read.

- هناك العديد من الخطوط التي يمكنك اختيارها، وفي بعض الأحيان تكون البساطة هي الخيار الأفضل.
- الخط المعقد أو المزخرف يشتت الانتباه وتصعب قراءته.

4 Colors الألوان

1. Choose colors that get your message across. It's preferable not to add more than three colors.
2. Choose color combinations that match.
3. Use bold colors for information you want to emphasize.
4. Take into consideration the color of the background when choosing the font color.

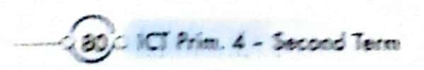
1. اختر الألوان التي تساعدك على إيصال رسالتك. من الأفضل عدم استخدام أكثر من ثلاثة ألوان.
2. اختر مجموعات الألوان التي تتطابق.
3. استخدم الألوان القامقة للمعلومات التي تريد التأكيد عليها.
4. خذ لون الخلفية في الاعتبار عند اختيار لون الخط.

5 Images الصور



- It's common to use images on posters or billboards.
- Use clear, good-quality, and appropriate images for the content you are sharing.

- من الشائع استخدام الصور في الملصقات أو اللوحات الإعلانية.
- استخدم صورًا واضحة وذات جودة عالية وملائمة للمحتوى الذي تشاركه.



Exercises on Lesson 3

1 Choose the correct answer:

1. Microsoft 365 package contains ....
   a. MS Word
   b. Paint
   c. Google Chrome
   d. a & b (الفيوم – شرق 2023) (قنا – نجع حمادي 2023)

2. The small number of colors used inside the poster makes it ....
   a. distracting
   b. striking
   c. a bad design
   d. overwhelming

3. The amount of empty space between the edges of a poster is called the ....
   a. font
   b. margin
   c. image options
   d. border

(الإسكندرية – وسط 2023) (قنا – إدارة حمادي 2023)

4. To add an image to the presentation, press the "..................." tab.
   a. Slide Show
   b. Transitions
   c. Insert
   d. File

(الإسكندرية – المنتزة أول 2023)

5. Make sure to choose a font size that is .... when designing a poster or digital billboard.
   a. very small
   b. easy to read
   c. very large
   d. complicated

6. To design a digital poster or billboard, you will need ....
   a. a computer
   b. GPS
   c. TV
   d. a router

7. If you use .... font size, you will have to limit the amount of information.
   a. small
   b. too big
   c. suitable
   d. tiny

(الإسكندرية – المنتزة أول 2023)

8. When designing a poster, sometimes, ... fonts are better.
   a. decorative
   b. simple
   c. complicated
   d. a & c

9. .... includes different options to choose from, such as PowerPoint, Word, and Publisher.
   a. Socializing b. Microsoft 365
   c. Google d. Facebook (السويس 2023)

10. If you add content very close to the edges, the poster or billboard will be ....
    a. cramped b. overwhelming
    c. not appealing d. all the previous answers

11. Use .... images to the content you are sharing in the poster.
    a. clear b. low-quality
    c. inappropriate d. irrelevant (الإسكندرية – المنتزة أول 2023)

12. Use .... for the information you want to emphasize.
    a. small font size b. bold colors c. tiny font d. a & c

2 Put (✓) or (✗):

1. Microsoft 365's bundle includes PowerPoint, Zoom, and WhatsApp.
   (الدقهلية – منية النصر 2023) (   )
2. To access Microsoft 365's bundle, you will need to have an updated digital device. (   )
3. It is important to crowd the edges of your billboard. (   )
4. Having a 25-mm margin helps you create a well-designed poster. (   )
5. While creating a poster, it is preferable to choose a too large font. (   )
   (قنا – نجع حمادي 2023) (الإسكندرية – المنتزة ثان 2023)
6. A large font may strain the audience when reading the information. (   )
7. We don't need images and colors to design a poster or a digital billboard. (   )
8. More decorative fonts in your poster are not preferable when making it.
   (الجيزة – الدقي 2023) (الفيوم – إدارة شرق 2023) (   )



9. Don't use more than three colors when making your billboard. (البحيرة – دمنهور 2023) (   )

10. Considering the background color is not important when choosing the font color. (   )

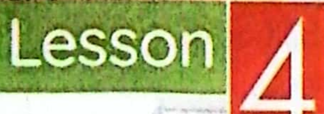
3 Complete the following using the words between the brackets:

(fonts - margin - three - bold - Microsoft 365)

1. The .... is the space left around the edges of your poster or billboard and its content. (بورسعيد 2023)
2. It is better not to use more than .... colors in the poster. (الغربية – غرب 2023)
3. .... includes Word, PowerPoint and Publisher.
4. Sometimes, simple .... are better
5. Use .... colors for the information you want to emphasize.

4 Circle the words that may help you create a good billboard:

1. Small fonts – Too large fonts – Decorative fonts – Simple fonts
2. Leaving margins empty – Using ten colors – Using three colors
3. Using clear images – Using low-resolution images – Using inappropriate images

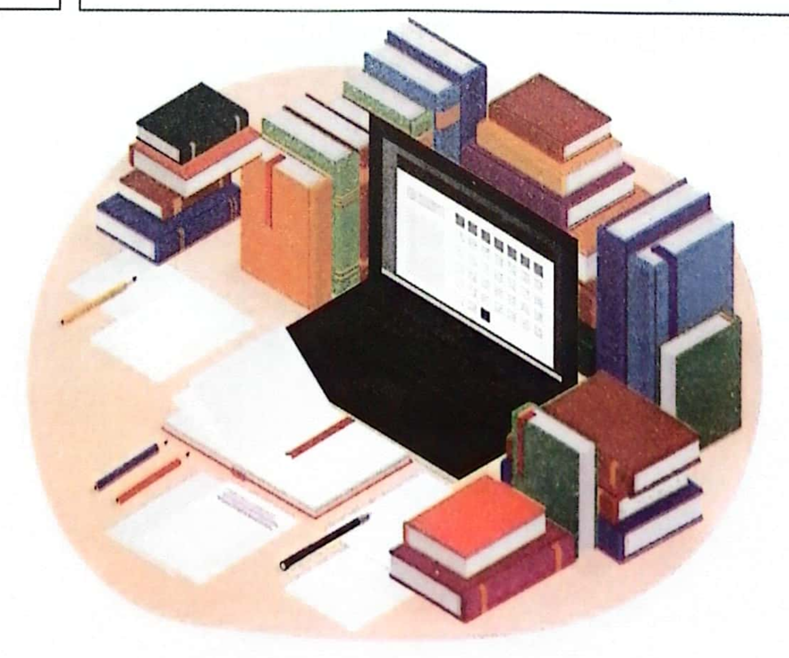


Lesson 4 Digital Applications

- The first thing an explorer does is research the topic.
- When you research, you need to use a variety of sources, such as:

- أول شيء يفعله المستكشف هو البحث في الموضوع.
- عندما تقوم بالبحث فإنك تحتاج إلى استخدام مجموعة متنوعة من المصادر مثل:

1 Prints المطبوعات	1 Books 2 Articles 3 Newspapers 4 Encyclopedias 1 كتب 2 مقالات 3 صحف 4 موسوعات
2 Internet الإنترنت	1 A search engine 2 Specialized websites 3 E-learning sites 4 The EKB and similar authoritative sources 1 محرك بحث 2 مواقع إلكترونية متخصصة 3 مواقع التعلّم الرقمي 4 بنك المعرفة المصري ومصادر موثوقة شبيهة به
3 Interviews المقابلات	With people who have experienced, are affected by, or studied the topic. مع أشخاص اختبروا الموضوع المطروح، أو تأثروا به، أو درسوه



Evaluating Sources

» There are many ways to evaluate a source; these include:

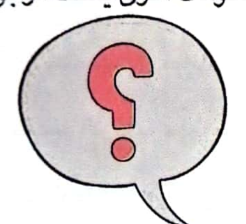
1. Is the author a respected person or organization?
2. Does the source provide evidence and cite other sources of information?
3. How current is the information?
4. Does the source state opinions or facts?
5. Is the information presented biased or unbiased?

» You can ask your teacher or a member of your family for help.



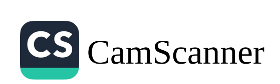
« هناك طرق متعددة لتقييم مصدر ما، وهذه تتضمن:

1. هل المؤلف شخص أو مؤسسة محترمة؟
2. هل يقدم المصدر أدلة ويذكر مصادر معلومات أخرى يمكنك الرجوع إليها؟
3. ما مدى حداثة المعلومات؟
4. هل يقدم المصدر آراء أو حقائق؟
5. هل المعلومات معروضة بتحيُّز أو من دون تحيُّز؟

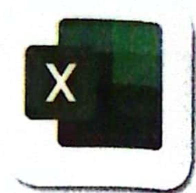


« يمكنك الاستعانة بمعلمك أو أحد أفراد أسرتك.

Trusted Source	Questionable Source	Untrusted Source
مصدر موثوق	مصدر مشكوك به	مصدر غير موثوق
The information comes from a reliable person or organization that cites sources and states current facts.	The information comes from a person or organization that offers some sources but sometimes states their opinion intermixed with facts.	The information comes from a person or organization that does not have sources to back up what they are saying and uses mostly opinions with few facts.
تصدر المعلومات من شخص (أو مؤسسة) موثوق منه، يذكر المصادر التي استند إليها ويعطي حقائق حديثة.	تصدر المعلومات من شخص (أو مؤسسة) يذكر بعض المصادر التي استند إليها، لكنه أحيانًا يخلط رأيه بالحقائق.	تصدر المعلومات من شخص (أو مؤسسة) لا يدعم ما يشاركه بالمصادر، ويستخدم الآراء أكثر من الحقائق.



Using Microsoft Excel



- To record the data you collected, you need MS Excel.
- MS Excel is a common program for collecting information.
- Microsoft Excel allows you to:
  1. Create a spreadsheet with many columns and rows.
  2. Present numbers, as the program can add up numbers automatically.
- Excel is a wonderful way to collect information and ideas.

- لتسجيل البيانات التي قمت بجمعها، تحتاج إلى برنامج MS Excel
- MS Excel هو برنامج شائع في جمع المعلومات.
- يسمح لك Microsoft Excel بما يلي:
  1. إنشاء جدول بيانات يحتوي على العديد من الأعمدة والصفوف.
  2. تقديم الأرقام، فهو قادر علي جمع الأرقام تلقائيا.
- يعد برنامج Excel طريقة رائعة لجمع المعلومات وجمع أفكارك.

Using Microsoft Word

- MS Word is most commonly used to write out what you want.
- MS Word allows you to:
  1. Present your ideas in a variety of ways.
  2. Change the design and add photos.
  3. Link your report to websites or online information.



- برنامج MS Word هو الأكثر استخدامًا لكتابة ما تريد
- يسمح لك برنامج MS Word بما يلي:
  1. عرض أفكارك بطرق متنوعة.
  2. تغيير التصميم وإضافة الصور.
  3. ربط تقريرك بالمواقع الإلكترونية أو المعلومات المتوفرة عبر الإنترنت.

Exercises on Lesson 4

1 Choose the correct answer:

1. When you do a research, you need to use a variety of sources, such as .... (الدقهلية – المنصورة 2023) (طلخا – المنصورة 2023)
   a. books and articles b. interviews
   c. encyclopedias d. all the previous answers

2. The first thing an explorer does is .... the topic.
   a. organize b. analyze c. research d. visualize

3. Books, articles, and newspapers are examples of .... sources.
   a. prints b. Word c. the internet d. paint

4.  .... is a reliable source of information on the internet.
   a. A publication b. EKB c. An interview d. A library

5. .... is used to add up numbers automatically. (القاهرة – الشروق 2023)
   a. Word b. Excel c. Wiki d. EKB

6. When you do a research, you need digital online sources, such as ....
   a. interviews b. websites
   c. printed books d. none of the previous answers

7. .... is used for designing spreadsheets. (القاهرة – عين شمس 2023)
   a. Excel b. Word c. PowerPoint d. Paint

8. .... allows you to change the design of a page, add photos and texts. (الغربية – المحلة الكبرى 2023)
   a. Word b. Paint c. Excel d. Facebook

9. .... information comes from a reliable person and states current facts. (السويس 2023)
   a. Untrusted b. Questionable c. Trusted d. Unreliable

10. .... information states opinions with little facts.
    a. Untrusted b. Questionable c. Trusted d. Reliable

Theme 4

11. Downloading MS Word from Microsoft website is ....
a. untrusted b. unsafe c. trusted d. harmful

(الإسكندرية – المنتزة أول 2023)

12. .... is used for writing your CV.
a. Word b. Excel c. Photoshop d. PowerPoint

13. .... is a perfect way to record data in rows and columns.
a. Word b. Excel c. Ms Paint d. PowerPoint

2 Put (✓) or (✗):

1. Information sources should not be evaluated when collected. ( )
2. Evaluating information means to make sure that its sources are trusted. (الجيزة – العمرانية 2023) (الجيزة – الدقي 2023) ( )
3. It's important that your project contains some untrusted information. (اسوان – دروة 2023) ( )
4. A trusted source contains information that comes from reliable organizations. (الجيزة – الدقي 2023) ( )
5. The explorer uses the internet or publications to research a topic. ( )
6. Word allows you to link your research report to websites. (الأزهر الشريف 2023) ( )
7. You can insert images into Excel files. ( )
8. You can change the font size and type on MS Word. (القاهرة – حلوان 2023) (الفيوم – شرق 2023) ( )

3 Complete the following using the words between the brackets:

(Trusted - Word - Questionable - Excel - Untrusted)

1. .... creates a spreadsheet with many columns and rows.
2. .... sources contain mostly opinions with little facts.
3. .... is most commonly used to write your ideas and notes.
4. .... sources contain information from a reliable person or organization.
5. .... sources contain opinions intermixed with facts.

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. The EKB is a/an .... source.
   a. reliable b. unreliable c. qustionable d. a and b
2. Margins, font size, type, colors, and images are digital concepts for .... (محافظة القاهرة – إدارة الشروق 2023)
   a. designing advertisements b. collecting data
   c. making videos d. all the previous answers
3. Make sure to choose a font size that is .... when designing a poster.
   a. very small b. readable c. very large d. tiny
4. .... allows you to create a spreadsheet with many columns and rows.
   a. Excel b. Word c. PowerPoint d. EKB
5. .... sources contain opnions intermixed with facts
   a. Trusted b. Questionable c. Untrusted d. Dangerous

2 Put (✓) or (✗):

1. You can't insert images into Excel files. (القاهرة – النزهة 2023) (   )
2. It is better to use more than 3 colors in a poster. (   )
3. You can't change the font size or type on Word. (القاهرة – النزهة 2023) (   )
4. Choosing a too small font size strains the audience's eyes when reading the information. (   )
5. Microsoft 365 includes different options to choose from, such as Word, PowerPoint, and Publisher. (الغربية – المحلة الكبرى 20233) (   )

3 Complete the following using the words between the brackets:

(bold colors - font size - reliable source - Publisher - margin)

1. Make sure to choose a suitable .... to be easy to read when designing a poster.
2. MS .... is one of the programs of Microsoft 365 package.
3. A .... is the space left around the edges of your poster or billboard and its content.
4. Use .... for the information you want to emphasize.
5. Information written and verified by experts is considered a ....



Lesson 5

Algorithms

- Every time you type keywords into a search engine, the search engine uses algorithms to provide results.
- Algorithms help the search engine decide which results will be more relevant to you.

- في كل مرة تُدخِل الكلمات المفتاحية التي تبحث عنها في محرك البحث، يَستخدم المحرك خوارزميات لإعطائك النتائج.
- تُساعد الخوارزميات محرك البحث في تحديد النتائج الأكثر صلة بموضوع بحثك.

Example

- If you use a search engine to find directions to a place, the engine will use the database of names and information in digital maps to provide you with the results.

- إذا كنت تستخدم محرك بحث للعثور على إرشادات توصِّلك إلى مكان ما.
- سيَستخدم المحرك قاعدة بيانات الأسماء والمعلومات الموجودة في الخرائط الرقمية لتزويدك بالنتائج.

Algorithm • It is a series of steps that explain how to do a task.

الخوارزميات: تُمثل الخوارزمية سلسلة من الخطوات التي تشرح كيفية أداء مهمة ما.

- When you make a meal, you follow a recipe, which is a type of algorithm!
- A recipe includes a set of instructions that will successfully lead you to make that meal.
- Many of the things you do each day can be described as algorithms, i.e. a series of steps.

- عندما تُحضِّر وجبة طعام تتَّبع وصفة، وتُعد الوصفة نوعًا من أنواع الخوارزميات!
- تتضمَّن الوصفة مجموعة من الإرشادات التي ستقودك إلى إعداد تلك الوجبة بنجاح.
- يمكن وصف العديد من الأشياء التي تقوم بها كل يوم بأنها خوارزميات، أي سلسلة من الخطوات.

Examples of Algorithms

Example (1) : Preparing a falafel sandwich تحضير ساندوتش فلافل

1. Gather the ingredients you will need to make your falafel sandwich.
2. Place the pita bread on the plate.
3. Open the pita bread.
4. Place your desired amount of falafel balls into the bread.
5. Grind the falafel balls after placing them in the bread.
6. Add tahini and salad.



طريقة تحضير سندوتش فلافل:

1. حضِّر المكوِّنات التي ستحتاج إليها لإعداد سندوتش الفلافل.
2. ضع الخبز البلدي على الطبق.
3. افتح رغيف الخبز البلدي.
4. ضع الكمية التي تريدها من أقراص الفلافل في الخبز.
5. اسحق أقراص الفلافل بعد وضعها في الخبز.
6. أضف الطحينة والسلطة.

Example (2): Cleaning your room تنظيف غرفتك



Clean the dust.
نظِّف الغبار.

→



Wipe flat surfaces.
امسح الأسطح المستوية.

→



Clean the floor.
نظِّف الأرضية.



Example (3): When you give instructions عندما تعطي إرشادات





Go straight ahead.
اتجه إلى الأمام مباشرة.

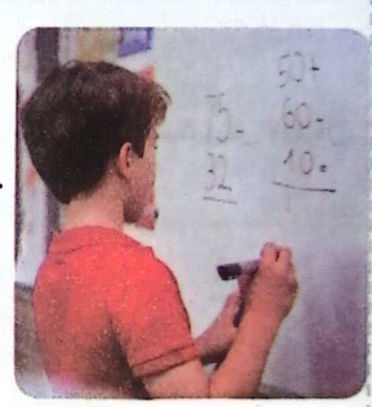


Turn right.
انعطف يمينًا.



Turn left.
انعطف يسارًا.

Example (4): When you solve a word problem in math class
عندما تحُل مسألة لفظية في مادة الرياضيات



1. You often have to break the question down into parts.
2. Solve it in a series of steps.
3. These steps are instructions to solve the problem.

1. غالبًا ما يكون عليك تقسيم السؤال إلى أجزاء.
2. حل المسألة في سلسلة من الخطوات.
3. تمثل تلك الخطوات الإرشادات اللازمة لحل المسألة.

NOTES:

- Computers and applications use algorithms to perform specific tasks.
- When you input the keywords you are searching for, the search engine takes steps (uses algorithms) to provide results.
- If your wording is not specific enough, the engine's algorithm may not be entirely accurate.

ملحوظة:
- تستخدم أجهزة الكمبيوتر والتطبيقات الخوارزميات لأداء مهام محددة.
- عند إدخال الكلمات الرئيسية التي تبحث عنها، يقوم محرك البحث باتخاذ الخطوات (يستخدم الخوارزمية) لتقديم النتائج.
- إذا لم تكن صياغتك محددة بما فيه الكفاية، فقد لا تكون خوارزمية المحرك دقيقة تمامًا.

Exercises on Lesson 5

1 Choose the correct answer:

1. .... are a set of arranged steps to solve a problem.
   a. Search engines b. Algorithms c. Keywords d. Sentences

(الدقهلية – منية النصر 2023) (الشرقية – 10 من رمضان 2023) (الإسكندرية – وسط 2023)

2. You can type .... into the search engine to search for information online.
   a. keyboards b. algorithms c. keywords d. symbols
3. When you prepare a meal, you follow a recipe; this is considered as a/an .... (القاهرة – الشروق 2023)
   a. augmented reality b. algorithm c. digital blogging d. order
4. An algorithm is a/an .... to do a task.
   a. series of steps b. software c. application d. hardware
5. Which of the following is considered an algorithm?
   a. Seeing a movie b. Solving a math problem
   c. Eating breakfast d. All of the previous answers
6. A/An .... is a series of steps that explain how to do a task.
   a. agorithm b. introduction c. conclusion d. paragraph

(المنوفية – شبين الكوم 2023) (الإسكندرية – وسط 2023)

2 Put (✓) or (✗):

1. Search engines use algorithms to deliver relevant results for your keywords. ( )
2. The steps of preparing a falafel sandwich are not considered an algorithm. ( )
3. Many daily activities, like giving directional signals, are considered types of algorithms. ( )
4. When you solve a problem in math class, this is considered a type of algorithm. (الدقهلية – طلخا 2023) ( )

5. Algorithms help us determine which results are most relevant to our keywords. (   )
6. If your wording is not specific, the search engine's algorithm may not be accurate. (   )

3 Complete the following using the words between the brackets:

(Algorithm - instructions - keywords - Computers - recipe)

1. When you prepare a meal, you follow a ....; this is a type of algorithm.
2. .... is a series of steps that explain how to perform a task.
3. .... and applications do algorithms to perform functions.
4. A recipe is an algorithm which includes a set of .... for making a meal.
5. Every time you enter .... that about your research in a search browser, it uses certain algorithms to give you the results.

4 Arrange the following steps that explain how to prepare a falafel sandwich:

a. (...........) Grind the falafel balls after placing them in the pita bread.
b. (...........) Prepare the ingredients you will need.
c. (...........) Add tahini and salad.
d. (...........) Open the pita bread.
e. (...........) Put the bread on the plate.

5 Arrange the following steps that explain how to clean your room:

a. (...........) Wipe flat surfaces.
b. (...........) Clean the floor.
c. (...........) Clean the dust.



The Principles of Coding

- Online animations, movies, and online games are created using coding.

- يتم إنشاء الرسوم المتحركة والأفلام والألعاب عبر الإنترنت باستخدام البرمجة.

Coding • It is the writing of multiple algorithms to make a complete program.
البرمجة: هي عبارة عن كتابة خوارزميات متعدّدة لإنشاء برنامج كامل.



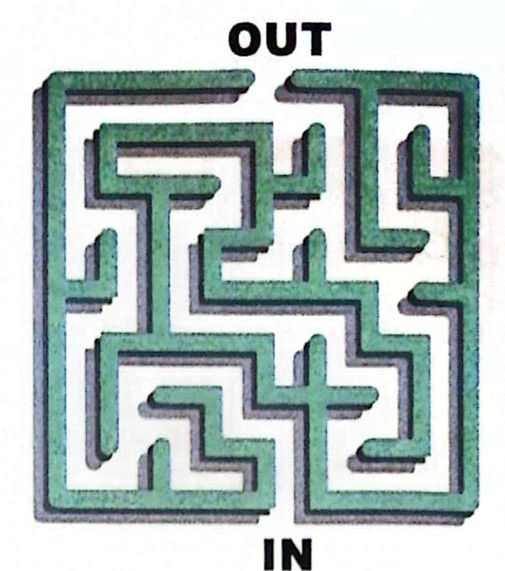
- You can create animations, movies, and video games using coding.
- Computers, like people, speak different languages.
- There are many websites, such as Code.org, that can help you learn to code using different programming languages.

- يمكنك انشاء الرسوم المتحركة والأفلام وألعاب الفيديو باستخدام الشفرات البرمجية.
- أجهزة الكمبيوتر كالبشر تَستخدم لغات مختلفة.
- هناك العديد من المواقع الإلكترونية، مثل Code.org، يمكن أن تساعدك على تعلُّم التشفير باستخدام لغات البرمجة المختلفة.

- Have you ever created a maze and provided instructions to solve it?
- Instructions in a maze are like instructions in computer programs.

- هل سبق لك أن ابتكرت متاهة، ثم قدّمت إرشادات حول كيفية حلها؟ إن إرشاداتك مماثلة للإرشادات في برامج الكمبيوتر.





- Think about the steps you can use to get through the maze.
- The steps contain the number of spaces to take, and in which direction.
- Follow the steps to get through the maze!
- You can create mazes on Code.org.

- فكر في الخطوات التي يمكنك استخدامها لعبور المتاهة.
- تحتوي الخطوات على عدد المسافات التي يجب اتخاذها وفي أي اتجاه.
- اتبع الخطوات لتجاوز المتاهة.
- يمكنك إنشاء متاهات على Code.org.

2 up → 1 to the left → 1 up → 2 to the left → 2 to the bottom
↓
1 to the left ← 2 up ← 1 to the right ← 3 up ← 1 to the left
↓
2 up → 3 to the right → 1 up

Exercises on Lesson 6

1 Choose the correct answer:

1. .... is writing multiple algorithms to create a complete program.
   a. Windows b. MS Word c. Coding d. Paint
   (الأزهر الشريف 2023) (القاهرة – الشروق 2023) (المنوفية – شبين الكوم 2023)
2. You can learn coding and create mazes using many websites, such as ....
   (الإسكندرية – وسط 2023)
   a. Code.org b. Vlaby
   c. Mapmaker Interactive d. Facebook
3. The .... that you see are built using coding .
   a. animations b. movies
   c. both a and b d. none of the previous answers
4. You can create animations, movies and games using ....
   a. Excel b. coding c. Word d. Google
   (الإسكندرية – وسط 2023)
5. You can .... at Code.org
   a. learn coding b. create mazes c. eat breakfast d. a & b

2 Put (✓) or (✗):

1. Coding is the writing of multiple algorithms to make a complete program. (بور سعيد 2023) (   )
2. You can use programming codes to identify the paths needed to reach your goal. (أسوان 2023) (   )
3. Mazes are an example of things you create using coding. (   )
   (الدقهلية – منية النصر 2023)
4. Computers, like humans, use different languages. (   )
   (الإسكندرية – المنتزة أول 2023)
5. The video games that you play online were made by coding. (   )
   (الإسكندرية – المنتزة أول 2023)
6. There are many websites, such as Facebook.com, that can help you learn different programming languages. (   )
7. The animations and movies you watch online are designed by Excel. (   )

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. When you prepare a meal, you follow a/an ....

   a. recipe b. algorithm c. a & b d. letters

2. There are many websites, like ...., that help you learn coding

   a. EKB.com b. Code.org c. Facebook.com d. Vlaby.com

3. Any series of steps arranged to perform any task is called a/an ....

   a. guess b. problem c. algorithm d. a & b

4. .... is multiple algorithms used to make a complete program.

   a. Algorithm b. Coding c. Recipe d. Guess

5. Which of the following is considered an algorithm?

   a. Walking in the park b. A recipe for baking a cake

   c. Eating breakfast d. None of the previous answers

2 Put (✓) or (✗):

1. Minecraft is a famous online game created using coding. (   )
2. You can create mazes on YouTube.com. (   )
3. You can't learn coding online. (   )
4. Instructions in a maze are like instructions in computer programs. (   )
5. Search engines use digital map databases to provide directions. (   )

3 Complete the following using the words between the brackets:

(food recipe - coding - instructions - algorithms - Computers)

1. You can create animations, movies, and games using ....
2. A .... is a type of algorithm.
3. Coding is the writing of multiple .... to make a complete program.
4. ...., like people, use different programming languages for communication.
5. A recipe includes a set of .... to make a meal, which is a type of algorithm.



Graphic Art

Microsoft Paint
برنامج الرسام

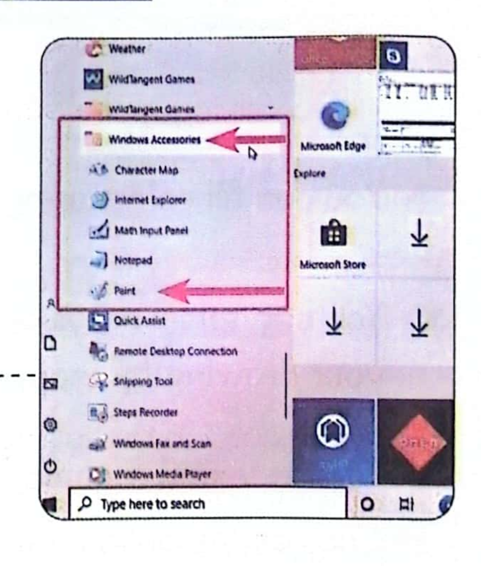
It is a popular graphics editor that will help you create your own drawings or edit images on computers.

هو مُحرِّر رسومات شائع يساعدك على إنشاء رسوماتك الخاصة أو تحرير الصور على أجهزة الكمبيوتر.



To open the file:

- Click Start-up menu ⟶ Accessories
- Find Paint and click on it.



In Paint:

- The top of the screen is like Word and Excel, and it includes:

1 Menu bar شريط القوائم	The menu bar includes: - Options for opening and saving files. - Editing features (including the ability to edit colors and images.) يتضمن شريط القوائم ما يلي: - خيارات لفتح الملفات وحفظها. - ميزات التحرير (تشمل القدرة على تحرير الألوان والصور).
2 Toolbox مربع الأدوات	Includes tools that you need to make your drawing. يتضمن كل الأدوات التي ستحتاج إليها في تصميم رسمك.



Some Tools of the Toolbox

Icon	Tool	Arabic	Icon	Tool	Arabic
T	To write a text	لكتابة نص		Zoom: To view the image or figure in a large size.	لعرض الصورة أو الشكل بحجم كبير
	To write with a pencil	للكتابة بالقلم الرصاص		Rectangle	المستطيل
	Spray icon with coloring brush	ايقونة البخاخ وفرشاة التلوين		Oval shape	الشكل البيضاوي
	To fill the color into the shape	لتلوين الاشكال		Straight line and curved line	الخط مستقيم والخط منحني
	Eraser	المِمْحاة		Selection tool	أداة التحديد

» You can fill colors using the color options.	يمكنك تعبئة الألوان باستخدام الخيارات المخصصة لهذه المهمة.
» You can select areas of the photo to use in your drawing by cropping.	يمكنك تحديد أجزاء معينة من صورة؛ لكي تستخدمها في رسمك من خلال القص (Cropping).
» To add text to a photo: ① Click on the bottom right corner of the photo. ② Drag your mouse to the right until you have enough white space to write your text. ③ Cut and paste the text from the area and onto the photo.	لإضافة نص إلى صورة: ① اضغط على طرفها السفلي الأيمن. ② اسحب مؤشر الفأرة إلى اليمين حتى تتكوَّن مساحة بيضاء كافية لكتابة النص. ③ قص النص من المساحة البيضاء وألصقه على الصورة.
» You can change the size or direction of the photo.	يمكنك تغيير حجم الصورة أو اتجاهها.

» Microsoft Word also offers graphic tools to create a graphic.

» Click on the Insert menu bar to see the different options, such as:

Shapes الأشكال	Icons الأيقونات	3D Models النماذج ثلاثية الأبعاد	Smart Art الرسوم التخطيطية

Exercises on Lesson 7

1 Choose the correct answer:

1. .... is one of the popular programs that are used for editing pictures.
   a. Microsoft Paint b. Microsoft Excel c. Microsoft Word d. Facebook

(البحيرة – دمنهور 2023)

2. The top of the screen of Microsoft Paint is like ....
   a. MS Word b. MS Excel c. Skype d. both a and b

3. Microsoft Paint is a popular.................. editor.
   a. features b. graphics c. video d. word

(الدقهلية – منية النصر 2023)

4. In Paint, you can ....
   a. draw b. add text c. search d. both a and b

(الإسكندرية – شرق 2023)

5. The .... in MS Paint includes options for opening, saving files, and editing features
   a. Toolbox b. Layout c. Edit bar d. menu bar

6. You can click on the "..................." in MS word to see the different options, such as icons and shapes.
   a. Insert b. Draw c. Edit d. Design

7. Click on "..................." to open the Paint program.
   a. Insert b. Start-up menu c. File d. Search

8. MS Word contains many options, including ....
   a. Shape b. 3D Models c. coding d. a & b

9. You can select and cut certain parts of the image in Paint using the ....
   a. crop tool b. color fill tool c. brush tool d. a & b

2 Put (✓) or (✗):

1. MS Paint is considered a popular graphics editor. (الأزهر الشريف 2023) (   )
2. To open Paint, click on Accessories, then Start-up menu. (   )
3. 📖 Paint allows you to write some texts on the program page. (   )
   (الجيزة – بولاق الدكرور 2023) (الإسكندرية – المنتزه ثان 2023)
4. 📖 The brush tool is used in Paint to enlarge parts of the image. (   )
   (الإسكندرية – المنتزه ثان 2023) (بور سعيد 2023)
5. The upper part of the Paint program is similar to Word and Excel. (   )
6. The icon 🔍 in Paint is used to view the image in a larger size. (   )
   (القليوبية – العبور 2023)
7. One of the disadvantages of Paint is that it does not include a toolbox. (   )
8. In Paint, you can add text to an image. (الإسكندرية – المنتزه أول 2023) (   )
9. MS Word offers graphic tools to create a graphic design. (   )
10. Microsoft Paint allows you to change the size or direction of the photo.
    (الدقهلية – طلخا 2023) (   )
11. The Insert menu bar in MS Word includes graphic tools to make drawings. (   )
12. Paint toolbox provides all the tools you need in your drawing. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 T	a. To write with a pencil.
2 (fill icon)	b. To view the image or figure in a large size.
3 (brush icon)	c. Spray icon with coloring brush.
4 (pencil icon)	d. To write a text.
5 (magnifier icon)	e. To fill the color into the shape.

1 .... 2 .... 3 .... 4 .... 5 ....

Lesson 8 Creating a PowerPoint Presentation

» You can use Microsoft PowerPoint to create presentations that include:

- text
- animations
- images
- special effects

To create a presentation using PowerPoint:



1. Click on the PowerPoint icon on your computer.
2. Then, click on Blank Presentation.
3. At the top of the screen, you will see a Menu bar with multiple tabs. Each tab contains a set of tools that you can use to create your presentation.
4. You will see a slide that will instruct you to click and type a title.
5. Use this first slide to name the title and subtitle of your presentation.
6. In the subtitle box, you can also include your name, then type the information in the text boxes.

لإنشاء عرض تقديمي باستخدام (Microsoft PowerPoint®):

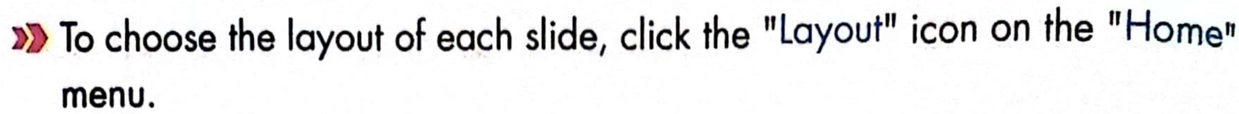
1. اضغط على أيقونة برنامج العروض التقديمية على جهاز الكمبيوتر.
2. اضغط على عرض تقديمي فارغ (Blank Presentation).
3. في الجزء العلوي من شاشة البرنامج الافتتاحي سوف يظهر شريط القوائم الذي يتضمن علامات تبويب (Tabs) متعددة. تتضمن كل علامة تبويب مجموعة من الأدوات، يمكنك استخدامها لإنشاء عرضك التقديمي.
4. ستلاحظ وجود شريحة (Slide) ترشدك إلى النقر لكتابة عنوان.
5. استخدم الشريحة الأولى لإضافة عنوان وعنوان فرعي لعرضك التقديمي.
6. يمكنك أيضًا إضافة اسمك في الجزء المخصص للعنوان الفرعي، ثم كتابة المعلومات في مربعات النص.

Slide الشريحة • It is a presentation page that contains text and images.
هي صفحة عرض تحوي على النصوص والصور.

» On the left side of the screen, you will see a thumbnail, or preview image, of each slide you're creating.

» Click "New Slide" to add another slide to your presentation.





- To choose the layout of each slide, click the "Layout" icon on the "Home" menu.

- على الجانب الأيسر من الشاشة، سترى صورة مصغرة، أو صورة معاينة، لكل شريحة تقوم بإنشائها.
- اضغط على شريحة جديدة (New Slide) لإضافة شريحة أخرى إلى عرضك التقديمي.
- يمكنك اختيار تصميم كل شريحة من خلال الضغط على علامة تبويب تصميم (Layout) في القائمة الرئيسية.

1 Adding text: إضافة نص

- To add text to your slide, click on the text box on the screen.
- Choose the font style and size you'd like to use and type your text.

- لإضافة نص إلى شرائح عرضك التقديمي، اضغط على مربع النص على الشاشة الافتتاحية، ثم اختر نوع الخط الذي تود استخدامه وحجمه، وابدأ بكتابة النص.

2 Adding visuals and effects: إضافة مؤثرات بصرية

- PowerPoint includes numerous visual tools to help make your presentation stand out.

- يتضمن برنامج العروض التقديمية العديد من البصريات التي تساهم في إبراز عرضك التقديمي.

Design تصميم	• Includes design options for each slide. • Includes background colors. تتضمن خيار التصميم لكل شريحة، ومن ضمنها ألوان الخلفية.
Draw رسم	• Includes drawing tools. تتضمن أدوات الرسم.
Transitions انتقالات	• Includes visual effects to use between each slide. تتضمن مؤثرات بصرية تستخدمها عند الانتقال من شريحة إلى أخرى.
Animations مؤثرات الحركة	• Includes animated effects for each slide. تتضمن أنواع المؤثرات الحركية التي تود استخدامها مع محتوى كل شريحة.
Slide Show عرض الشرائح	• Makes you decide how you'd like to present and time each slide. • You can view the presentation by clicking the "View Show" icon or F5 key on the keyboard. تمكنك من تحديد الطريقة التي تود تقديم عرضك بها، وتوقيتًا لكل شريحة. كما يمكنك مشاهدة العرض بالضغط على أيقونة العرض أو بالضغط على مفتاح F5 في لوحة المفاتيح.



3 Inserting pictures: إدراج صورة

- To insert pictures, click on "Insert", then "Pictures".
  - Choose the options you need from the Menu bar.
  - Once you choose your image, drag it with your mouse into the slide.
  - You can also insert a picture you created using another program into your presentation.

لإدراج صور في عرضك التقديمي:

- اضغط على علامة تبويب إدراج، ثم خيار صور.
- اختر ما تحتاج إليه من شريط القوائم.
- عند اختيارك الصورة التي تود إدراجها، اسحبها بمؤشر الفأرة إلى داخل الشريحة.
- يمكنك أيضًا إدراج صورة أنشأتها من خلال برنامج آخر داخل العرض التقديمي الخاص بك.

Tips when creating your presentation

- Avoid wordy paragraphs or sentences.
- Be sure to use a font size and style that is readable.
- Use relevant images instead of text whenever possible.
- Practice your presentation in advance.
- Be engaging and encourage audience participation.

نصائح عند إنشاء العرض التقديمي الخاص بك.

- تجنَّب الفقرات أو الجمل الطويلة.
- تحقَّق من أن يكون نوع الخط وحجمه مقروئين.
- استخدم صور ذات صلة بالموضوع بدلًا من النصوص كلما أمكن.
- تدرَّب على عرضك التقديمي مسبقًا.
- قدِّم عرضًا تفاعليًا وشجِّع الحاضرين على المشاركة.





Exercises on Lesson 8

1 Choose the correct answer:

1. 📖 To present your ideas in a way that is characterized by the effects of sound and movement, you need to use .... program.
   a. MS Word b. Paint c. PowerPoint d. MS Excel
   (القاهرة – النزهة 2023) (قنا – نجع حمادي 2023) (أسيوط 2023)

2. A .... is a presentation page that contains your text and images.
   a. billboard b. slide c. sheet d. cell
   (الدقهلية – منية النصر 2023)

3. To add a new slide in the presentation, press Home tab, then..................
   a. Insert b. New Slide c. Slide Show d. Edit
   (الإسكندرية – شرق 2023)

4. Microsoft PowerPoint is used to create presentations that include ....
   a. text and animations b. special effects
   c. both a and b d. none of the previous answers (الدقهلية – طلخا 2023)

5. The .... is located at the top of the opening screen of the program
   a. Menu bar b. slide c. image d. text

6. To add images in the presentation, press the .... tab.
   a. Design b. Insert c. Slide Show d. Home
   (الجيزة – الشيخ زايد 2023)

7. 📖 You can run your PowerPoint presentation through the .... key from the keyboard. (القاهرة – حلوان 2023) (الجيزة – الدقي 2023) (أسوان 2023)
   a. F3 b. F4 c. F5 d. F6

8. You should use the first slide to name the .... of your presentation.
   a. title b. subtitle c. both a & b d. conclusion

9. You can change background colors in PowerPoint from the .... tab.
   a. Draw b. Design c. Transition d. Animation

2 Put (✓) or (✗):

1. It's preferable to use written texts instead of relevant images within your presentation. (   )
2. One of the things to consider when preparing a presentation is to avoid writing long paragraphs. (   )
3. PowerPoint is used to design presentations with texts only. (   )

(الإسكندرية – المنتزة ثان 2023) (القاهرة – عين شمس 2023)

4. When designing your presentation, avoid wordy paragraphs. (   )
5. You can specify the way you want to display the slides and set a time for each slide in PowerPoint. (   )
6. Presenters often include their names in the subtitle box. (   )
7. You cannot insert images you created by Paint into your PowerPoint presentation. (الإسكندرية – المنتزة أول 2023) (   )
8. On the left side of the PowerPoint screen, you can see a thumbnail of each slide you're creating. (   )
9. PowerPoint provides many design options for each slide, including background colors. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1	a. It's used to design presentations that include text and animation effects.
2	b. It's a popular graphics editor.
3	c. It's used to create spreadsheets including rows and columns.
4	d. It's used to write reports and add some pictures.

1 .... 2 .... 3 .... 4 ....

Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. .... is one of the popular graphics editors. (بور سعيد 2023)
   a. Word b. PowerPoint c. Paint d. Excel
2. You can run your PowerPoint presentation through the .... key from the keyboard. (القاهرة – الزيتون 2023) (الجيزة – العمرانية – الشيخ زايد 2023)
   a. F3 b. F4 c. F5 d. F6
3. .... tab includes visual effects to use between each slide.
   a. Draw b. Design c. Transition d. Animation
4. Paint is used in .... (الإسكندرية – العجمي 2023)
   a. editing pictures and graphics b. processing data
   c. creating spreadsheets d. all the previous answers
5. .... tab includes animation effects for each slide
   a. Draw b. Animation c. Transition d. Review

2 Put (✓) or (✗):

1. PowerPoint designs presentations with texts, images, and effects. (   )
2. Microsoft Paint is a program used for editing pictures. (القاهرة – عين شمس 2023) (   )
3. In Paint, you cannot add a text to an image. (   )
4. The top of the screen in MS Paint is like Word and Excel. (   )
5. On the left side of the PowerPoint screen, you can see a preview image of each slide you're creating. (   )

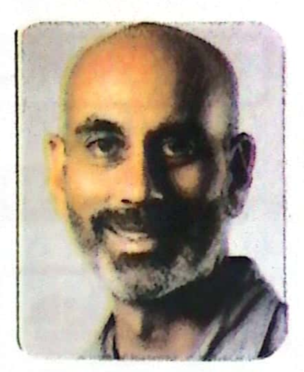
3 Complete the following using the words between the brackets:

(Paint - slide - animations and effects - Toolbox - Draw)

1. Microsoft PowerPoint can create presentations that include ....
2. In MS Paint, the .... includes tools that you need to make your drawings.
3. A .... is a presentation page that contains texts and images.
4. .... tab in PowerPoint includes drawing tools.
5. .... is a Microsoft program used to edit images on computers.

Summary On Theme 4 Software Projects

Lesson 1


Gautam Shah

- **Gautam Shah** is the founder of 'Internet of Elephants' organization.
- He worked as an IT specialist in many countries.
- Gautam Shah set up the Internet of Elephants to use technology and online games for wildlife conservation.
- **Wildlife conservation:** It is protecting animals in their natural habitats.
- Internet of Elephants creates unique mobile games using augmented reality and data visualization.
- **Augmented reality** allows you to virtually see real-world environments and provides information about them through screens and digital tools designed for this purpose.

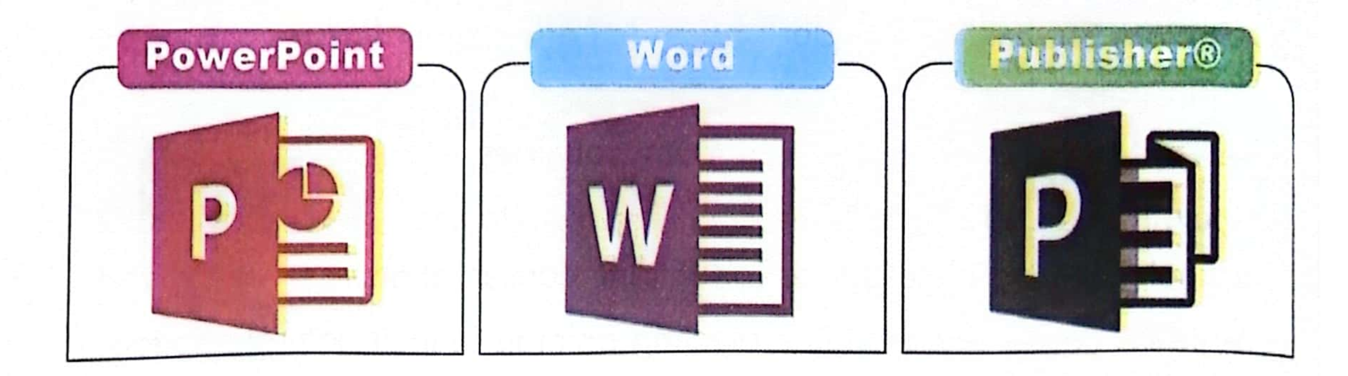
Lesson 2

- There are common steps that you can take to solve problems:
  1. Construct a hypothesis:
     - A hypothesis is an educated guess about how things work.
     - Constructing a hypothesis is an attempt to answer your question with an explanation that can be tested.
  2. Test your hypothesis:
     - Do not conduct any tests that are not safe!
  3. Check if your test is successful or not:
     - Break down the complex problem into small sections, then solve it step-by-step.
     - If you have a group of people solving a problem, assign each person a section.



Lesson 3

Microsoft 365 includes different options, such as



① A margin:

- It is the space left around the edges of your poster or billboard.
- A 25-mm margin will help design a good poster.

② Font size:

- If you choose a small font size, your audience will strain to read the information.
- If you choose a too-large font size, you'll have to limit the amount of information.

③ Font type:

- Sometimes, simple fonts are better.
- A complicated or decorative font is distracting and hard to read.

④ Colors:

- Choose no more than three colors, when designing a poster.
- Use bold colors for information you want to emphasize.

⑤ Images:

- Use clear, good-quality, and appropriate images to the content you are sharing.



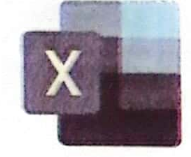
Lesson 4

» **The explorer researches a topic from a variety of sources, such as:**

1. Prints: Books, articles, newspapers, and encyclopedias
2. Internet: Search engines, specialized websites, E-learning sites, and the EKB
3. Interviews: With people who have experience with or have studied the topic

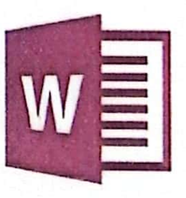
» **MS Excel:**

- MS Excel is a common program for collecting information.
- Excel creates a spreadsheet with many columns and rows.
- Excel can add numbers automatically.



» **MS Word:**

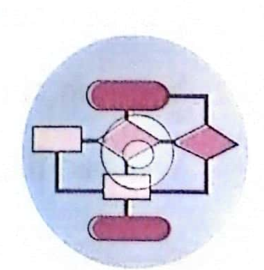
- MS Word is most commonly used to write out what you want.
- You can link your report to websites or online information.
- You can change the design and add photos.



Lesson 5

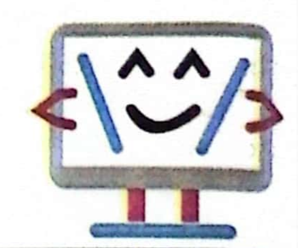
» **Algorithm:** It's a series of steps that explain how to do a task.

- When you make a meal, you follow a recipe, that is a type of algorithm!
- When you type keywords, the search engine uses algorithms to provide results.
- Computers and applications use algorithms to perform specific tasks.



Lesson 6

- **Coding:** It's the writing of multiple algorithms to make a complete program.
  - Online animations, movies, and online games are created using coding!
  - Computers, like people, speak different languages.
  - There are many websites, like Code.org, that can help you learn to code.
  - You can create mazes on Code.org.



Lesson 7

- **Microsoft Paint:** It is a popular graphics editor that will help you create your own drawings or edit images on computers.



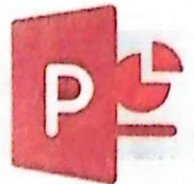
- To open Microsoft Paint, click on the Start-up Menu, then Accessories, then click on MS Paint.
- The top of the screen is like Word and Excel.
- **Menu Bar:** It includes options for opening, saving, and editing features.
- **Toolbox:** It includes tools that you need to make your drawing.
- You can cut a part of an image using the cropping tool.
- You can change the size or direction of the photo in MS paint.
- You can fill colors using the color options.
- Microsoft Word also offers graphic tools to create a graphic design.
- Click on the "Insert" menu bar to see the different options, such as: Shape, Icons, 3D Models and Smart Art.



- You can use Microsoft PowerPoint to create presentations that include:

  ① Text ② Images

  ③ Animations ④ Special effects



- At the top of the PowerPoint screen, you will see a Menu Bar.
- Use this first slide to name the title and subtitle of your presentation.
- In the subtitle box, you can also include your name.
- A slide is a presentation page that contains text and images.
- On the left side of the screen, you will see a thumbnail or preview image of each slide you're creating.
- To choose the layout of each slide, click the "Layout" icon on the "Home" menu.
- **Design:** It includes background colors.
- **Draw:** It includes drawing tools.
- **Transitions:** It includes visual effects to use between each slide.
- **Animations:** It includes animated effects for each slide.
- **Slide Show:** It makes you decide how you'd like to present and time each slide.
- You can view the presentation by clicking the "View Show" icon or the F5 key on the keyboard.
- Avoid wordy paragraphs or sentences.
- Be sure to use a font size and style that are readable.
- Use relevant images instead of text whenever possible.



1 Choose the correct answer:

1. .... lets you virtually see the real environment through interactive games.
   a. Wildlife
   b. Educational platform
   c. Augmented reality
   d. None of the previous answers
2. .... is used to design spreadsheets.
   a. Paint
   b. PowerPoint
   c. Excel
   d. Word
3. Make sure to choose the font size so that it's ..... when designing a poster.
   a. very small
   b. readable
   c. very large
   d. complicated
4. To present the slide show, press ....
   a. F3
   b. F4
   c. F5
   d. F6
5. Many websites, such as ...., can help you learn coding.
   a. Facebook
   b. Code.org
   c. Microsoft Paint
   d. Vlaby

2 Put (✓) or (✗):

1. Microsoft Paint is a program for editing pictures. ( )
2. The first step in problem solving is hypothesis testing. ( )

(الغربية – المحلة الكبرى 2023)

3. Evaluating information means making sure that its sources are trusted. ( )
4. When you solve a problem in math class, it can be described as an algorithm. ( )
5. Coding is the writing of multiple algorithms to make a complete program. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 T	a. To write with a pencil.
2	b. To view the image or figure in a large size.
3	c. Spray icon with coloring brush.
4	d. To write a text.
5	e. To fill the color into the shape.

1 .... 2 .... 3 .... 4 .... 5 ....



1 Choose the correct answer:

1. Internet of Elephants creates unique mobile games using ....
   a. piracy b. socializing c. augmented reality d. AI
2. .... is an educated guess about how things work. (الأزهر الشريف 2023)
   a. Quotation b. A hypothesis c. Communication d. Algorithm
3. .... includes different options to choose from, such as PowerPoint, Word, and Publisher.
   a. Digital tool b. Microsoft 365 c. Information d. ggoogle
4. Use .... images to the content you are sharing in the poster.
   a. clear b. low-quality c. inappropriate d. a & b
5. When you prepare a meal, you follow a recipe; this is considered as a/an ....
   a. augmented reality b. algorithm c. digital blogging d. guess
6. .... is the writing of multiple algorithms to make a complete program.
   a. Browsing b. Algorithm c. Coding d. Hypothesis

7. A .... is the space between the edges of a poster and its content.
   a. font b. color c. margin d. border
8. To add images in the presentation, press the .... tab.
   a. Slide Show b. Design c. Insert d. Animations

2 Put (✓) or (✗):

1. Gautam Shah is the founder of the "Internet of Elephant" organization. (   )
2. An untrusted source is one whose information comes from a reliable organization. (   )
3. You can use programming codes to identify the paths needed to reach your goal. (اسوان 2023) (   )
4. Major problems must be analyzed and divided into smaller parts for easy solution. (   )
5. PowerPoint is used to design presentations with text only. (القاهرة – عين شمس 2023) (   )
6. It is essential when testing your hypothesis that you do not perform any testing that puts you at risk. (   )
7. The brush tool is used in the Paint program to enlarge part of the image. (   )

Model Exam 3

1 Choose the correct answer:

1. The Internet of Elephant designs interactive ....
   a. browsers b. games c. paints d. mazes
2. The first step to solve a problem is .... (الإسكندرية – وسط 2023)
   a. constructing a hypothesis b. testing the hypothesis
   c. choosing your topic d. none of the previous answers
3. If you use .... font size, you will have to limit the amount of information.
   a. small b. too large c. suitable d. normal
4. Downloading MS Word from the Microsoft website is..................... .
   a. untrusted b. unsafe c. trusted d. a & b

(الإسكندرية – المنتزة أول 2023)

5. A/An .... is a series of steps that explain how to do a task.
   a. algorithm b. introduction c. conclusion d. guess
6. When you do a research, you need to use a variety of sources like ....
   a. book b. interviews c. articles d. all of the previous
7. The .... program allows you to create a spreadsheet with as many columns and rows as you want.
   a. Excel b. Word c. PowerPoint d. Paint
8. Microsoft 365 package contains .... program.
   a. MS Paint b. Publisher c. a and b d. none of the previous

2 Put (✓) or (✗):

1. Microsoft 365 includes different options to choose from, including Word, PowerPoint, and Publisher. ( )
2. Avoid wordy paragraphs when creating a presentation. ( )
3. You can't insert images into Excel files. (القاهرة – النزهة 2023) ( )
4. If you want to learn how to draw a human face, you can search for a video online. (الجيزة – أوسيم 2023) ( )
5. The video games that you play online were made by coding. ( )
6. Any big problem should be left unsolved. (القاهرة – الشيخ زايد 2023) ( )
7. When making a guess to solve a problem, this guess is called the hypothesis test. ( )

Model Exam 4

1 Choose the correct answer:

1. .... is the founder of "Internet of Elephants".
   a. William Tyner b. Gautam Shah c. Bill Gates d. Elon Mask
   (الدقهلية – غرب المنصورة 2023)
2. To solve a specific problem, you must .... the problem.
   a. break down b. leave c. prepare d. ignore

3. The amount of empty space between the edges of an announcing board is called the ....
   a. font b. margin c. image options d. border
4. .... is used to add up numbers automatically.
   a. MS Word b. MS Excel c. MS PowerPoint d. MS Paint
5. You can create animations, movies, and games using ....
   a. coding b. a guess c. Publisher d. Excel

2 Put (✓) or (✗):

1. To solve a problem, break it down into smaller sections. ( )
   (الجيزة – الهرم 2023)
2. It is better to use more than 3 colors in a poster. (الأزهر الشريف 2023) ( )
3. You can change the font size and type on Word. ( )
4. It's important that your project contains some untrusted information. ( )
5. MS Paint is used to create presentations. ( )

3 Complete the following using the words between the brackets:

(PowerPoint - programming language - MS Paint - Excel - Microsoft 365)

1. A .... is a collection of commands that can be used to create a program. (القاهرة – الزيتون 2023)
2. .... creates a spreadsheet with many columns and rows.
3. .... is a program used to design presentations that include animations and effects.
4. .... is one of the popular graphics editors. (بور سعيد 2023)
5. .... includes different options to present information, such as Word.

Model Exam 5

1 Choose the correct answer:

1. While operating the computer, I found that it was not responding, so I guessed that there was a malfunction in the power key. This guess is called a ....
   a. hypothesis b. digital citizenship c. digital footprint d. test

2. The Microsoft 365 software package contains .... programs.
   a. Publisher b. PowerPoint c. Word d. all the previous
3. A/An .... is a series of steps that explain how to do a task.
   a. problem b. algorithm c. code d. hypothesis
4. Microsoft PowerPoint creates a presentation that includes ....
   a. text and images b. special effects c. animations d. all the previous
5. The .... tab includes visual effects used between each slide.
   a. Transition b. Animation c. Design d. Review

2 Put (✓) or (✗):

1. The Internet of Elephants is an organization to help students learn. (   )
2. Don't use more than three colors when making your billboard. (   )

(البحيرة – دمنهور 2023)

3. The Word program allows you to link your research report to websites. (   )
4. Computers, like humans, use different languages. (   )

(الإسكندرية – المنتزه أول 2023)

5. It is not important to break a complex problem into small parts to solve it. (   )

3 Complete the following using the words between the brackets:

(Slide - algorithm - Insert - Coding - Code.org)

1. An .... is a series of steps that describe how to perform a task.
2. .... means writing multiple algorithms to make a complete program.
3. Many websites, such as ...., can help you learn coding.
4. You can add an image within PowerPoint by choosing ....
5. .... is a presentation page that contains text and images.

Final Exams



1 محافظة القاهرة - إدارة عين شمس

1 Choose the correct answer:

1. .... is a record of what you do online including the site you visit.
   a. Digital footprint b. Ministry c. Word
2. .... allows you to send and receive messages more formally.
   a. Information b. Facebook c. Email
3. .... is a reliable resource library that helps students and teachers.
   a. Tools b. Facebook c. Egyptian Knowledge Bank
4. .... is a common communication app.
   a. Word b. Whatsapp c. Excel
5. .... is the illegal use of content to be shared or sold to others.
   a. Digital footprint b. Piracy c. Digital
6. .... is used for design spreadsheet.
   a. Paint b. PowerPoint c. Excel
7. Stay safe online by setting .... passwords.
   a. weak b. easy c. strong
8. .... communication does not require an instant response.
   a. Asynchronous b. Synchronous c. Digital footprint

2 Put (✓) or (✗):

1. Take steps to make problem-solving easier. (   )
2. When you write an email, don't be polite. (   )
3. It is important to plan before conducting a digital search. (   )
4. Microsoft Paint is a program for editing pictures. (   )
5. Instant messaging is a fun and casual way to communicate. (   )
6. PowerPoint is used to design presentations with text only. (   )
7. Digital tools are used to book tickets for trains and planes. (   )

2 محافظة القاهرة - إدارة الزيتون

1 Complete using the words between the brackets:

(Identity theft -Instant message - Vlaby - Excel - Programming languages)

1. .... is sending and receiving messages using the internet.
2. The components of the .... programme screen are rows and columns.
3. .... from the internet disadvantages.
4. .... is the first virtual labs platform for school students.
5. .... are commands that we can use to design a program.

2 Choose the correct answer:

1. .... is every action you do on the internet.
   a. Digital citizen   b. Footprint   c. Piracy   d. Chat room
2. .... is a type of gathering information sources.
   a. Prints   b. Word   c. Excel   d. PowerPoint
3. To present the slide show press on ....
   a. F1   b. F4   c. F5   d. F2
4. The scientist William Tayner is specialized in ....
   a. cultural human science   b. Filmmaker
   c. technology   d. all the previous
5. .... from components of conducting scientific research.
   a. Edx   b. Choose the topic   c. Vlaby   d. Books

3 Choose from column (A) what suits it in column (B):

(A)	(B)
1 Through which poeple can be seen from a distance.	a. Insert
2 Important strategy of solving problems.	b. Facebook
3 It is a tab for adding picture in Word program.	c. EKB
4 It is considered one of the speed communication.	d. Trial and error
5 A huge electronic digital library and resources.	e. Video cam

1 .... 2 .... 3 .... 4 .... 5 ....

3 محافظة الجيزة -السادس من أكتوبر

1 Put (✓) or (✗):

1. Anyone can enter a video chat without the permission of the chat creator. ( )
2. When making a guess to solve a problem, this guess is called a "hypothesis". ( )
3. Instant video chats and live TV shows are considered asynchronous communication. ( )
4. Synchronous communication is appropriate when it is between close family members. ( )
5. PowerPoint is used to design presentations that include different texts and effects. ( )

2 Choose the correct answer:

1. Gautam Shah founded the .... organization to connect people with wildlife around the world.
   a. National Geographic b. Internet of Elephants c. Global Health
2. .... help citizens communicate and exchange information.
   a. Schools b. Companies c. Digital tools
3. .... lets you virtually see the real environment of the things you would like to see.
   a. Augmented Reality b. Bluetooth c. Word program
4. .... is the ability to use digital technology in an ethical, responsible, and safe manner.
   a. Digital citizenship b. Digital footprint c. Digital piracy
5. When conducting a research, it is necessary to mention the .... in the final report of the research.
   a. articles b. outline c. information sources

3 Choose from column (A) what suits it in column (B):

(A)	(B)
1 Vlaby	a. provides online mapping tools for students and teachers.
2 EKB	b. is used to create your own drawings or edit images on your computer.
3 Mapmaker Interactive	c. contain information full of opinions and errors.
4 Paint program	d. contains a digital library that helps students, teachers, and parents access scientific materials.
5 Unreliable sources	e. is a virtual laboratory platform that enables students and teachers to conduct laboratory experiments virtually.

1 .... 2 .... 3 .... 4 .... 5 ....

4 محافظة الجيزة -الدقي

1 Complete the following sentences using the words between the brackets:

(Subject – digital citizenship – Microsoft 365 – EKB – Mapmaker Interactive)

1. You can write the title of your message via email in the " ...." field.
2. .... allows Egyptian citizens to access learning materials.
3. .... is one of the safest sites for geographic data collection.
4. Achieving .... needs a set of rights and duties.
5. .... includes different options to present information, such as PowerPoint.

2 Choose the correct answer:

1. .... is used to conduct group video chats.
   a. Skype b. Egyptian Knowledge Bank (EKB)
   c. Augmented reality
2. If someone tracks your responses on different social networking sites, this is called ....
   a. digital footprint b. digital piracy c. assumptions
3. .... is a form of simultaneous communication via the internet, that allows you to see your friends or family in audio and video.
   a. Instant messaging b. Email c. Video chat
4. You can send long text messages over the internet through ....
   a. Mapmaker Interactive
   b. emails c. video chats
5. You can make video calls with your friends through your ....
   a. scanner b. mobile phone c. printer

3 Put (✓) or (✗):

1. Information technology tools enable people of determination to communicate with teachers and view school subjects. (   )
2. You have the right to protect yourself from piracy. (   )
3. It is important to break complex problems into small parts when solving them. (   )
4. Skype is an asynchronous communication medium. (   )
5. A trusted source is information that comes from a reliable organization. (   )

5 محافظة الإسكندرية - إدارة وسط التعليمية

1 Put (✓) or (✗):

1. It's more convenient to travel by booking tickets online. (   )
2. Piracy is a record of what you do online, including the sites you visit and your posts (   )
3. You can work virtually with your classmates outside of school on a project. (   )
4. Synchronous communication occurs in real time with instant responses. (   )
5. Anyone with access to the chat room can read your messages. (   )
6. Choosing your topic is the last step in conducting a digital search. (   )
7. Asynchronous communication is appropriate when the information is urgent. (   )

2 Choose the correct answer:

1. .... is one of the online learning environments that allows teachers and students to communicate.
   a. Edmodo b. Blog c. Email
2. .... enables you to virtually see the real environment of the things you like to see.
   a. Augmented reality b. Normal reality c. GPS
3. .... is an educated guess about how things work.
   a. Problem b. Digital footprint c. Hypothesis
4. .... is the amount of space between the edges of a poster and its content.
   a. Font b. Margin c. Image
5. You can create a spreadsheet and add up numbers automatically using ....
   a. Word b. Excel c. Wiki
6. Any series of steps arranged to perform any task is called a/an ....
   a. guess b. problem c. algorithm
7. You can learn coding and create mazes using many websites like............ .
   a. Code.org b. Vlaby c. Mapmaker Interactive
8. In Paint, all the tools that you will need to make a drawing are found in the ....
   a. Menu bar b. Toolbox c. Accessories

6 محافظة الإسكندرية - إدارة شرق التعليمية

Choose the correct answer:

1. EKB is a/an .... source.
   a. reliable   b. unreliable   c. a and b
2. .... is the most popular social media platform.
   a. Wiki   b. Facebook   c. Google
3. In Paint, you can ....
   a. draw   b. add text   c. draw and add text
4. .... provides online mapping tools for students and teachers.
   a. Mapmaker Interactive   b. Vlaby   c. Edmodo
5. Gautam Shah is the founder of ....
   a. Internet of Elephants   b. National Geographic
   c. Egyptian Knowledge Bank
6. To add a new slide in the presentation, press the "Home" tab, then "..............................".
   a. Insert   b. New Slide   c. Slide Show
7. It is common to use .... in more formal situations.
   a. instant messaging   b. email   c. chat room
8. .... allows you to communicate live.
   a. Word program   b. Browser   c. Video chat
9. A digital citizen uses .... to learn, share information, and communicate with others.
   a. a pen   b. paper   c. ICT tools
10. When the information is urgent, it is preferable to use ....communication.
    a. synchronous   b. asynchronous   c. a and b
11. .... means sharing the content illegally.
    a. Piracy   b. Digital citizenship   c. Right
12. You can stay safe online by.............................. .
    a. hacking   b. setting strong passwords
    c. sharing your information
13. The first step in problem solving is ....
    a. hypothesis testing   b. hypothesis building   c. asking your teacher
14. Using .... is a perfect way to record data in rows and columns.
    a. Word   b. Photoshop   c. Excel
15. You can watch wildlife while you are home using .... technology.
    a. keyboard   b. anthropology   c. augmented reality



محافظة الإسكندرية - المنتزه أول - نموذج (1)

1 Put (✓) or (✗):

1. You cannot insert images you created by Paint into your PowerPoint presentation. (   )
2. When writing an email, don't forget to use greetings and endings. (   )
3. The National Geographic platform for kids enables you to conduct research. (   )
4. Computers, like humans, use different languages. (   )
5. PowerPoint is used to design presentations with texts only. (   )
6. The video games that you play online were made by coding. (   )
7. If you want to join a call, click on the link and wait to be "let out". (   )
8. In Paint, you can add a text to an image. (   )

2 Choose the correct answer:

1. If you use a .... font size, you will have to limit the amount of information you include in the poster.
   a. small b. too big c. suitable
2. Internet of Elephants designs interactive ....
   a. movies b. games c. photos
3. To add images in the presentation, press the "...................... ....." tab.
   a. Slide Show b. Design c. Insert
4. You can stay safe online by ....
   a. using updated software
   b. sitting strong passwords
   c. a and b
5. Add .... images to the content you are sharing in the poster.
   a. clear b. low-quality c. inappropriate
6. Social media sites, such as .... may include information full of opinions and errors.
   a. Facebook b. Wikis c. a and b
7. Downloading MS Word from Microsoft website is ....
   a. untrusted b. unsafe c. trusted

8 الأزهر الشريف

1 Choose the correct answer:

1. .... is the ability to use digital technology ethically, responsibly, and safely.
   a. Coding b. Digital citizenship c. Digital footprint
2. .... is writing multiple algorithms to make a complete program
   a. Coding b. Search c. Safe site
3. A/An .... is an educated guess about how things work.
   a. coding b. algorithm c. hypothesis

2 Complete the following sentences using the words between the brackets:

(Mapmaker Interactive – Piracy – emails – Browsing)

1. .... is the illegal circulation of content to be shared or sold to others.
2. .... provides online world mapping tools for students and teachers.
3. It's common to use .... in more formal situations.

3 Put (✓) or (✗):

1. We can make use of technology to find out the news and to do school projects. ( )
2. It's important to plan before conducting a digital search. ( )
3. It is better to use more than three colors in a poster. ( )

4 Choose from column (A) what suits it in column (B):

(A)	(B)
1. Synchronous communication	a. contain articles or information written and verified by experts.
2. Reliable sources	b. is commonly used in collecting information.
3. Excel	c. is commonly used between friends or close family.

1. .... 2. .... 3. ....

9 محافظة دمياط

1 Put (✓) or (✗):

1. You can copy scientific content without the permission of the owner. ( )
2. Augmented reality technologies help provide information to you interactively. ( )
3. It is important to break complex problems into small parts when solving them. ( )
4. Skype is an asynchronous communication medium. ( )
5. Facebook, wikis, and blogs are among the unreliable sources. ( )

2 Choose the correct answer:

1. When making a guess to solve a problem, this guess is called the ....
   a. digital piracy b. hacking c. hypothesis
2. You can make video calls with your friends through ....
   a. scanner b. a mobile phone c. a printer
3. Which of the following sites can your teacher use to deliver lessons online?
   a. EKB platform b. Whatsapp application c. Edmodo platform
4. You can send long text messages over the internet through ....
   a. Interactive map designer b. email c. video chat
5. Microsoft 365 package contains .... program.
   a. Word b. Paint c. Google Chrome

3 Complete the following using the words between the brackets:

(Internet Explorer - Mapmaker Interactive - Egyptian Knowledge Bank - synchronous - digital footprint)

1. Every trace a person leaves when using the internet is called ....
2. When the information is urgent, it is preferable to use .... communication.
3. .... allows Egyptian citizens to access learning materials.
4. The .... platform enables you to use map-related data and tools.
5. One of the internet browsers is ....

10 محافظة الغربية - المحلة الكبرى

1 Put (✓) or (✗):

1. The first step in problem solving is hypothesis testing. ( )
2. Office365 includes different options to choose from Word, PowerPoint and Publisher. ( )
3. You can copy scientific content without the permission of its owner. ( )
4. To create an account on EKB, you must have and use an email. ( )
5. The process of communication between individuals at the same time is called asynchronous communication. ( )

2 Complete the following sentences using the words between the brackets:

(hypothesis - three - speaking - GPS - digital footprint)

1. Digital devices help people who have difficulty........................ to communicate with others.
2. When making a guess to solve a problem, this guess is called a ....
3. .... is from the most important technological tools used by Internet of Elephants.
4. It is better not to use more than .... colors in a poster.
5. A .... is the record of everything you do online.

3 Choose the correct answer:

1. .... are digital tools that help us in the learning process.
   a. Instants messages　　b. Educational videos　　c. a and b
2. .... is common to use in official settings.
   a. Email　　b. Instants messaging　　c. Video chat
3. To solve a specific problem, you must .... the problem.
   a. leave　　b. break down　　c. prepare
4. .... allows you to change the design, add photos, and lines.
   a. Word　　b. Paint　　c. Excel
5. .... may be full of personal opinions and even lies .
   a. Reliable sources　　b. Unreliable sources　　c. EKB

11 محافظة الدقهلية - منية النصر

1 Put (✓) or (✗):

1. Sending an email is considered a synchronous communication. ( )
2. As a digital citizen, you have certain rights but no responsibilities. ( )
3. You can virtually work on a project with your classmates outside of school. ( )
4. Your parents can pay bills using online apps. ( )
5. The information from unreliable sources is presented in a professional way. ( )
6. Microsoft 365 bundle includes PowerPoint, Zoom, and WhatsApp. ( )
7. Mazes are examples of things you can create using coding. ( )

2 Choose the correct answer:

1. Microsoft Paint is a popular.......................... editor.
   a. features b. different c. graphics
2. .... provides Egyptian citizens with access to learning materials in the digital library
   a. ICT tool b. EKB c. WhatsApp
3. .... is an online learning environment that allows teachers and students to communicate.
   a. Edmodo b. Vlaby c. Mapmaker Interactive
4. .... conservation is protecting animals in their natural habitats.
   a. Internet of Elephants b. Wildlife c. Online game
5. .... is an educated guess about how things work.
   a. Testing b. Mistakes c. Hypothesis
6. .... can be used to collect information and organize your ideas.
   a. MS PowerPoint b. Microsoft Excel c. Microsoft Publisher
7. A/An .... is a series of steps that explain how to do a task.
   a. algorithm b. code c. keyword



12 محافظة البحيرة - دمنهور

1 Complete using the words between the brackets:

(EKB – Unreliable sources – Digital citizenship – algorithm – social media)

1. .... contain information that is full of opinions and errors.
2. Twitter, Facebook, and WhatsApp are examples of .... applications.
3. An .... is a series of steps that explain how to perform a task.
4. .... allows Egyptian citizens to access learning materials.
5. .... enables you to use digital technology in an ethical, responsible, and safe manner.

2 Choose the correct answer:

1. Many websites, such as .... can help you learn coding.
   a. PowerPoint b. Code.org c. Microsoft Paint
2. The first step in problem solving is ....
   a. asking your teacher b. hypothesis building c. hypotheses testing
3. .... is one of the popular programs that are used for editing pictures.
   a. Microsoft Paint b. Microsoft Word c. Microsoft PowerPoint
4. To start a .... you must create a link and send it to the participants.
   a. presentation b. chat room c. video chat
5. With .... learning, participants can receive immediate feedback.
   a. computer b. asynchronous c. synchronous

3 Put (✓) or (✗):

1. Socializing can help us join online groups with similar interests. ( )
2. Edmodo's digital learning environment allows teachers and students to communicate and learn online. ( )
3. Internet of Elephants is an organization to help students to learn. ( )
4. Don't use more than three colors when making your billboard. ( )
5. Evaluating sources online is one of your responsibilities. ( )

13 محافظة الشرقية - العاشر من رمضان

1 Put (✓) or (✗):

1. National Geographic Kids enables teachers to conduct laboratory experiments. ( )
2. To create a presentation, you can use Microsoft PowerPoint. ( )
3. In your daily life, you don't face any problems when using ICT tools. ( )
4. Every trace that a person leaves when using the internet is known as digital citizenship. ( )
5. Skype is a synchronous communication medium. ( )

2 Complete the following sentences using the words between the brackets:

(Excel – margin – asynchronous – responsibilities – EKB)

1. The amount of empty space between the edges of a poster is called ....
2. .... program is a perfect way to record data in rows and columns.
3. Respecting others online is one of your ....
4. .... contains a digital library that helps students.
5. Email is considered an example of .... communication.

3 Choose the correct answer:

1. Facebook, Wiki pages, and blogs are................................ sources.
   a. reliable b. accurate c. unreliable
2. Gautam Shah uses .... to save the wildlife.
   a. technology b. games c. a and b
3. .... are a set of arranged steps to solve a problem.
   a. Search engines b. Algorithms c. Keywords
4. You can use .... to chat with your friends anytime you want.
   a. WhatsApp b. Google c. EKB
5. William Tyner is a cultural ....
   a. archaeologist b. anthropologist c. biologist



14 محافظة بورسعيد - إدارة بورفؤاد

1 Put (✓) or (✗):

1. Achieving digital citizenship entails a set of rights and duties. ( )
2. Augmented reality technologies help to provide information to you interactively. ( )
3. The brush tool is used in the Paint program to enlarge a part of the image. ( )
4. Your success in solving the problem means you succeeded in testing your hypothesis. ( )
5. Facebook, wikis, and blogs are among the unreliable sources. ( )

2 Complete using the words between the brackets:

(Egyptian Knowledge Bank – Mapmaker Interactive – chat room – Word processor software – piracy)

1. In a .... you can write a comment for the people sharing the room with you.
2. The .... allows Egyptian citizens to access learning materials.
3. When a person copies digital content without the owner's permission for selling it, this is called ....
4. .... platform enables you to use map-related data and tools.
5. Microsoft 365 package contains .... program.

3 Choose the correct answer:

1. .... is used to conduct group video chats.
   a. Skype b. Egyptian Knowledge Bank (EKB) c. Augmented reality
2. When the information is urgent, it is preferable to use .... communication.
   a. asynchronous b. synchronous c. paper letters
3. You can add an image within PowerPoint by choosing "..............................".
   a. Slide Show b. Transitions c. Insert
4. When conducting a digital search, your outline must include...................... .
   a. an introduction to the research topic
   b. Details unrelated to the research topic c. unreliable information
5. The amount of empty space between the edges of the billboard is called ....
   a. fonts b. margins c. image options

15 محافظة أسيوط - نموذج (1)

1 Put (✓) or (✗):

1. Planning before conducting any digital research is not important. ( )
2. It is important to have good manners and etiquette when dealing with others online. ( )
3. Facebook, wikis, and blogs are unreliable sources. ( )
4. You can change the font size and type on Word processor software. ( )
5. Instant video chats and live TV programs are considered asynchronous communication. ( )

2 Choose the correct answer:

1. Among the services the website of the .... provides is knowing the date and schedules of exams.
   a. Ministry of Tourism and Antiquities b. Ministry of Health and Population
   c. Ministry of Education and Technical Education
2. .... is a reliable digital learning resource.
   a. WhatsApp b. Egyptian Knowledge Bank (EKB) c. Facebook
3. You can make video calls with your friends through your ....
   a. scanner b. mobile phone c. printer
4. Which of the following online learning resources would you recommend to your friend who wants to conduct an experiment to find out the boiling point of water?
   a. Mapmaker Interactive b. Vlaby platform c. The Egyptian Knowledge Bank
5. To present your ideas that you have come up using the effects of sound and movement, you need ....
   a. Word b. Paint c. PowerPoint
6. The amount of empty space between the edges of a billboard is called a/an ....
   a. font b. margin c. image option
7. You can see many archaeological sites inside and outside Egypt while you are at home by ....
   a. augmented reality b. piracy c. digital footprint
8. If someone tracks your responses on different social networking sites, this is called ....
   a. digital footprint b. digital piracy c. assumptions
9. When the information is urgent, it is preferable to use .... communication.
   a. asynchronous b. synchronous c. paper letters
10. You can run your PowerPoint presentation through the .... key from the keyboard.
    a. F3 b. F4 c. F5



16 محافظة قنا - نجع حمادي

1 Put (✓) or (✗):

1. Your success in solving the problem means you succeeded in testing your hypothesis ( )
2. You can write the email of the person you are sending the message to in the (Subject) field. ( )
3. Facebook, Wiki pages, and blogs are unreliable sources. ( )
4. The brush tool is used in Paint program to enlarge part of the image. ( )
5. It is necessary that your research plan include an introduction, paragraphs, and a conclusion about the information you are providing. ( )

2 Choose the correct answer:

1. .... is a form of simultaneous communication via the internet, which allows seeing your friends or family in audio and video.
   a. Instant messaging b. Email c. Video chat
2. Which of the following sites can your teacher use to deliver lessons online?
   a. EKB b. Edmodo c. WhatsApp
3. Microsoft 365 package contains ....
   a. Word b. Paint c. Google Chrome
4. To present your ideas that you have come up with in a way that is characterized by the effects of sound and movement, you need ....
   a. Word b. Paint c. PowerPoint
5. The amount of empty space between the edges of the billboard is called ....
   a. fonts b. margins c. image options

3 Complete using the words between the brackets:

(Chat room – piracy – Skype – digital footprint – asynchronous communication – Paint)

1. A .... enables you to form an image of a person through his responses and actions on social media.
2. .... application is used to conduct group video chats.
3. Sending a text to the email of a colleague is a type of ....
4. When a person copies digital content without the owner's permission for selling it, this is called ....
5. .... allows you to write texts and edit images on the program page.

17 محافظة بورسعيد

1 Complete the words between the brackets:

(EKB – Paint program – margin – Piracy – Digital citizenship)

1. .... is the illegal circulation of content to be shared or sold to others.
2. .... is one of the popular graphics editors.
3. .... is the ability to use digital technology ethically, responsibly, and safely.
4. The .... allows Egyptian citizens to access educational materials in the digital library.
5. A .... is the space around the edges of your poster or billboard and its content.

2 Put (✓) or (✗):

1. Simultaneous communication is appropriate between close family members. (   )
2. Instant messaging is a fun and formal way to communicate. (   )
3. Coding is writing multiple algorithms to make a complete program. (   )
4. Facebook and Wiki pages are reliable sources of information. (   )
5. Augmented reality lets you virtually see the real environment of the things you would like to see. (   )

3 Choose the correct answer:

1. .... is a virtual labs platform that enables students and teachers to do laboratory experiments in an interactive environment.
   a. Vlaby b. Egyptian Knowledge Bank c. National Geographic Kids
2. Traveling by trains and planes has become easier due to the possibility of booking tickets through the ....
   a. travel companies b. internet c. booking offices
3. .... the problem helps you solve it gradually, by achieving one small step after another.
   a. Identifying b. Breaking down c. Comprehending
4. To have video chats with your friends, you need to a ....
   a. scanner b. printer
   c. device equipped with a camera and speakers
5. .... program allows you to create a spreadsheet with as many columns and rows as you need .
   a. Excel b. Word c. PowerPoint

18 محافظة السويس

1 Put (✓) or (✗):

1. Your success in solving the problem means you succeeded in testing your hypothesis. ( )
2. When making a guess to solve a problem, this guess is called the hypothesis test. ( )
3. Augmented reality technologies help in providing information for you interactively. ( )
4. You can copy scientific content without the permission of its owner. ( )
5. You can write your research without indicating the source from which you got the information. ( )

2 Choose the correct answer:

1. You can see many archaeological sites inside and outside Egypt through the ....
   a. augmented reality b. piracy c. digital footprint
2. To provide the proposed solutions to solve the problem of the computer speakers not working, you must first ....
   a. test the hypothesis b. prepare the hypothesis
   c. verify the success of the test
3. You should be careful when solving problems that may pose a risk to you during the step of ....
   a. building the hypothesis
   b. collecting data on the hypothesis c. hypothesis testing
4. While turning on the computer, you found that it is not responding. You guessed that there was a malfunction in the operating switch, this guess is called a/an ....
   a. assumption b. digital citizenship c. digital footprint
5. You watched your teacher make sure that the keyboard cable is connected to the place designated for it, this means that he is taking the .... step.
   a. building a hypothesis b. testing the hypothesis c. digital footprint

3 Complete using the words between the brackets:

(Egyptian Knowledge Bank – chat room – synchronous communication – Digital footprint – Digital citizenship)

1. .... allows Egyptian citizens to access learning materials.
2. The process of communicating or exchanging information among people at the same time is called ....
3. In a .... you can write a comment for the people sharing the room with you.
4. .... enables you to use digital technology is an ethical, responsible, and safe manner.
5. .... is a record of what you do online.

19 محافظة الإسكندرية - المنتزه أول - نموذج (2)

1 Put (✓) or (✗):

1. When writing an email, don't forget to use greetings and endings. ( )
2. The National Geographic platform for kids enables you to conduct experiments. ( )
3. In Paint, you can add a text to an image. ( )
4. If you want to join a call, click on the link and wait to be "let out". ( )
5. Computers, like humans, use different languages. ( )
6. You cannot insert images you created by Paint into your Power Point presentation. ( )
7. The video games that you play online were made by coding. ( )
8. PowerPoint is used to design presentations with texts only. ( )

2 Choose the correct answer:

1. Social media sites, such as .... may include information full of opinions and errors.
   a. Facebook b. Wikis c. a and b
2. Downloading MS Word from Microsoft website is.................. .
   a. untrusted b. unsafe c. trusted
3. If you use a .... font size, you will have to limit the amount of information in the billboard.
   a. small b. too big c. suitable
4. Internet of Elephants designs interactive ....
   a. movies b. games c. photos
5. You should add .... images to the content you are sharing in the poster.
   a. clear b. low-quality c. inappropriate
6. To add images in the presentation, press the " ...." tab
   a. Slide Show b. Design c. Insert
7. You can stay safe online by ....
   a. using updated software b. sitting strong passwords
   c. a and b

20 محافظة المنوفية - إدارة شبين الكوم

Choose the correct answer:

1. .... is a series of steps that explain how to do a task.
   a. Solving problem b. Algorithms c. Coding
2. .... provides tools to help pupils in drawing maps online.
   a. Vlaby b. Mapmaker Interactive c. Edmodo
3. Video sharing platforms are used ....
   a. to learn new things b. to trach new things c. a and b
4. The ability to use digital technology an ethically, responsibly and safely means ....
   a. digital citizenship b. digital footprint c. piracy
5. The first electronic library in Egypt that provides many sources of information ....
   a. School library b. EKB c. National Geographic
6. Gautam Shah is the founder of the organization .... to connect people with wildlife around the world.
   a. Internet of Elephants b. Global Health c. National Geographic
7. Digital devices can provide the students who cannot leave their homes due to health problems with the ....
   a. necessary contact with teachers
   b. necessary materials for learning c. a and b
8. Sending a text message via email to your friend of is considered ....
   a. synchronous communication
   b. asynchronous communication c. none of the previous
9. The empty space between the edges of the announcing board is called ....
   a. fonts b. margin c. image options
10. The educated guess about how things work is considered ....
    a. test of hypothesis b. construct hypothesis c. properties of hypothesis
11. The Microsoft 365 software package contains .... programs.
    a. Publisher and Word b. Power Point c. All the previous
12. .... is the writing of multiple algorithms to make a complete program.
    a. Coding b. Algorithms c. None of the previous
13. You have the rights while using the internet.
    a. not have your digital footprint copied or shared without your consent
    b. pirsing your digital content to be sold to others
    c. show a negative behavior in your communication
14. The illegal circulation of content to be shared or sold to others is ....
    a. digital citizenship b. digital footprint c. piracy
15. When you make a digital search, you must include your planning ....
    a. an introduction to the research topic
    b. details far from the research topic c. unreliable information

Model Answers



Theme 1

Lesson 1

1 1 c 2 c 3 a 4 b 5 a 6 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✓

3
1 digital technology
2 digital citizens
3 Digital books, computers, interactive whiteboard
4 EKB

4

1	Egyptian National Railways
2	Ministry of Health and Population
3	Egyptian Knowledge Bank
4	Ministry of Education
5	Ministry of Tourism and Antiquities

Lesson 2

1 1 b 2 b 3 a 4 a 5 c 6 b 7 c 8 a 9 b 10 c 11 a 12 a 13 c 14 b

2 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗ 6 ✗ 7 ✓ 8 ✗ 9 ✗ 10 ✗ 11 ✗ 12 ✓

3
1 Digital footprint
2 rights
3 Digital piracy
4 responsibilities
5 Digital citizenship

Test Yourself on Lessons 1&2

1 1 d 2 b 3 a 4 b 5 a

2 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓

3
1 EKB
2 Digital footprint
3 piracy
4 Digital citizenship
5 Crediting the source

Lesson 3

1 1 c 2 c 3 b 4 b 5 c 6 b 7 c 8 b 9 b 10 c

2 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✗ 8 ✓ 9 ✗ 10 ✓

3
1 Egyptian government
2 digital citizen
3 ICT tools
4 EKB
5 socializing

Lesson 4

1 1 b 2 c 3 a 4 b 5 a 6 c 7 c 8 a 9 b 10 b 11 c 12 c

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✗ 7 ✗ 8 ✗ 9 ✗ 10 ✓ 11 ✗ 12 ✗

3 1 b 2 e 3 d 4 a 5 c

Test Yourself on Lessons 3&4

1 1 a 2 b 3 c 4 b 5 a

2 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗

3
1 synchronous
2 IM
3 YouTube
4 Chat rooms
5 A cell phone application

Lesson 5

1 1 c 2 c 3 b 4 a 5 b 6 a 7 c 8 b 9 a 10 b 11 d

2 1 ✗ 2 ✗ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✗ 9 ✓ 10 ✓ 11 ✓ 12 ✗

3
1 email
2 phone/video
3 video chat
4 send
5 Instant messaging

Lesson 6

1. 1 b 2 a 3 b 4 a 5 b 6 c 7 a
2. 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✗
3. Answer by yourself.

Test Yourself on Lessons 5&6

1. 1 a 2 b 3 c 4 b 5 b
2. 1 ✗ 2 ✗ 3 ✓ 4 ✗ 5 ✗
3. 1 Skype 2 Subject 3 email 4 virtual, experiments

Lesson 7

1. 1 a 2 b 3 b 4 b 5 b 6 c 7 a 8 a
2. 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 ✗ 7 ✓ 8 ✓ 9 ✓ 10 ✗
3. a (3) b (2) c (4) d (1)

Lesson 8

1. 1 b 2 b 3 c 4 b 5 a 6 b 7 b 8 b
2. 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✗ 9 ✓ 10 ✗
3. 1 Synchronous: 2, 4, 6, 8 – Asynchronous: 1, 3, 5, 7

Test Yourself on Lessons 7&8

1. 1 a 2 d 3 b 4 b 5 a 6 b 7 d
2. 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗ 6 ✗ 7 ✗ 8 ✓

Model Exam 1

1. 1 c 2 b 3 a 4 c 5 b
2. 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
3. 1 Digital citizenship 2 Vlaby 3 IM 4 Piracy 5 EKB

Model Exam 2

1. 1 b 2 a 3 b 4 c 5 a
2. 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✗
3. 1 Skype 2 email 3 Send 4 EKB 5 Reliable

Model Exam 3

1. 1 a 2 c 3 b 4 b 5 d
2. 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
3. 1 Synchronous 2 Internet Explorer 3 camera 4 Asynchrounous 5 video chat

Model Exam 4

1. 1 b 2 a 3 c 4 a 5 c 6 a 7 b
2. 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗ 6 ✓ 7 ✗ 8 ✓

Model Exam 5

1. 1 d 2 c 3 c 4 b 5 a 6 a 7 a
2. 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✓

Theme 2

Lesson 1

1. 1 b 2 a 3 b 4 d 5 b 6 a
2. 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✓
3. 1 Wildlife conservation 2 virtually 3 IT specialist 4 augmented reality, data visualization

Lesson 2

1. 1 c 2 a 3 c 4 b 5 b 6 a 7 b 8 a 9 b
2. 1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✗ 9 ✓ 10 ✓
3. a (5) b (1) c (2) d (3) e (4)
4. a (2) b (3) c (1)

Test Yourself on Lessons 1&2

1. 1 b 2 c 3 b 4 a 5 b
2. 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓
3. 1 IT specialist 2 hypothesis 3 problem solving 4 hypothesis testing 5 Augmented reality

Lesson 3

1. 1 a 2 b 3 b 4 c 5 b 6 a 7 b 8 b 9 b 10 d 11 a 12 b
2. 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✗ 7 ✗ 8 ✓ 9 ✓ 10 ✗
3. 1 margin 2 three 3 Microsoft 365 4 fonts 5 bold
4. Circle on these words:
   Simple fonts - Leaving margins empty, Using three colors - Using clear images

Lesson 4

1. 1 d 2 c 3 a 4 b 5 b 6 b 7 a 8 a 9 c 10 a 11 c 12 a 13 b
2. 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✓
3. 1 Excel 2 Untrusted 3 Word 4 Trusted 5 Questionable

Test Yourself on Lessons 3&4

1. 1 a 2 a 3 b 4 a 5 b
2. 1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓
3. 1 font size 2 Publisher 3 margin 4 bold colors 5 reliable sources

Lesson 5

1. 1 b 2 c 3 b 4 a 5 b 6 a
2. 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✓
3. 1 recipe 2 Algorithm 3 Computers 4 instructions 5 keywords
4. a (4) b (1) c (5) d (3) e (2)
5. a (2) b (3) c (1)

Lesson 6

1 1 c 2 a 3 c 4 b 5 d

2 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✗

Test Yourself on Lessons 5&6

1 1 c 2 b 3 c 4 b 5 b

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

3 1 coding 2 food recipe 3 algorithms 4 Computers 5 instructions

Lesson 7

1 1 a 2 d 3 b 4 d 5 d 6 a 7 b 8 d 9 a

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✓ 9 ✓ 10 ✓ 11 ✓ 12 ✓

3 1 d 2 e 3 c 4 a 5 b

Lesson 8

1 1 c 2 b 3 b 4 c 5 a 6 b 7 c 8 c 9 b

2 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✗ 8 ✓ 9 ✓

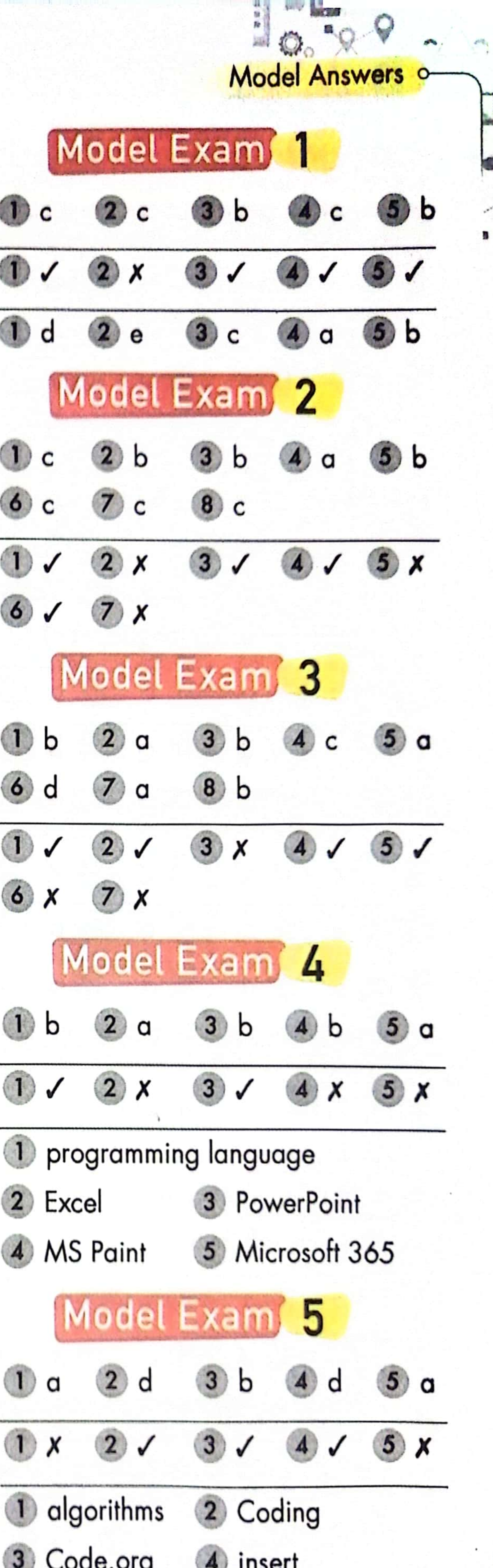
3 Answer by yourself.

Test Yourself on Lessons 7&8

1 1 c 2 c 3 c 4 a 5 b

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

3 1 animations and effects 2 Toolbox 3 slide 4 Draw 5 Paint



Model Exam 1

1 1 c 2 c 3 b 4 c 5 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

3 1 d 2 e 3 c 4 a 5 b

Model Exam 2

1 1 c 2 b 3 b 4 a 5 b 6 c 7 c 8 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗

Model Exam 3

1 1 b 2 a 3 b 4 c 5 a 6 d 7 a 8 b

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 ✗ 7 ✗

Model Exam 4

1 1 b 2 a 3 b 4 b 5 a

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗

3 1 programming language 2 Excel 3 PowerPoint 4 MS Paint 5 Microsoft 365

Model Exam 5

1 1 a 2 d 3 b 4 d 5 a

2 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗

3 1 algorithms 2 Coding 3 Code.org 4 insert 5 Slide

Model Exams Answers

1 محافظة القاهرة - إدارة عين شمس

1 1 a 2 c 3 c 4 b 5 b 6 c 7 c 8 a

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✓

2 محافظة القاهرة - إدارة الزيتون

1
1. Instant message
2. Excel
3. identity theft
4. Vlaby
5. Programming languages

2 1 b 2 a 3 c 4 a 5 b

3 1 e 2 d 3 a 4 b 5 c

3 محافظة الجيزة - السادس من أكتوبر

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2 1 b 2 c 3 a 4 a 5 c

3 1 e 2 d 3 a 4 b 5 c

4 محافظة الجيزة - الدقي

1
1. Subject
2. EKB
3. Mapmaker Interactive
4. digital citizenship
5. Microsoft 365

2 1 a 2 a 3 c 4 b 5 b

3 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓

5 محافظة الإسكندرية - إدارة وسط التعليمية

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✗

2 1 a 2 a 3 c 4 b 5 b 6 c 7 a 8 b

6 محافظة الإسكندرية - إدارة شرق التعليمية

1 a 2 b 3 c 4 a 5 a 6 b 7 b 8 c 9 c 10 a 11 a 12 b 13 b 14 c 15 c

7 محافظة الإسكندرية - المنتزه أول - نموذج (1)

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓

2 1 b 2 b 3 c 4 c 5 a 6 a 7 c

8 الأزهر الشريف

1 1 b 2 a 3 c

2
1. Piracy
2. Mapmaker Interactive
3. emails

3 1 ✓ 2 ✓ 3 ✗

4 1 c 2 a 3 b

9 محافظة دمياط

1 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2 1 c 2 b 3 c 4 b 5 a

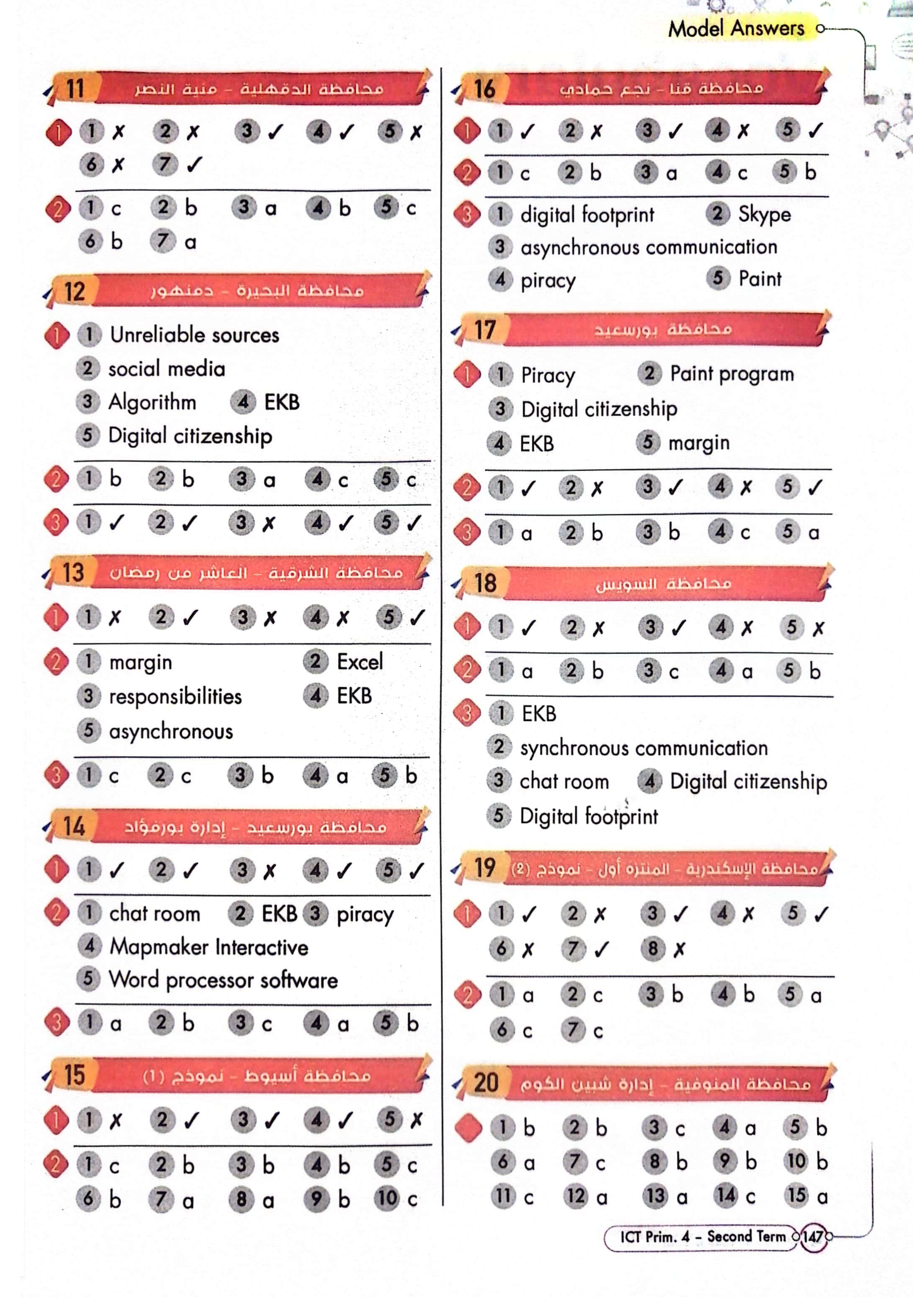
3
1. digital footprint
2. synchronous
3. EKB
4. Mapmaker Interactive
5. Internet Explorer

10 محافظة الغربية - المحلة الكبرى

1 1 ✗ 2 T 3 ✗ 4 ✓ 5 ✗

2
1. speaking
2. hypothesis
3. GPS
4. three
5. digital footprint

3 1 b 2 a 3 b 4 a 5 b



11 محافظة الدقهلية – منية النصر

1 1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✗ 7 ✓

2 1 c 2 b 3 a 4 b 5 c 6 b 7 a

12 محافظة البحيرة – دمنهور

1
1. Unreliable sources
2. social media
3. Algorithm
4. EKB
5. Digital citizenship

2 1 b 2 b 3 a 4 c 5 c

3 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

13 محافظة الشرقية – العاشر من رمضان

1 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

2
1. margin
2. Excel
3. responsibilities
4. EKB
5. asynchronous

3 1 c 2 c 3 b 4 a 5 b

14 محافظة بورسعيد – إدارة بورفؤاد

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2
1. chat room
2. EKB
3. piracy
4. Mapmaker Interactive
5. Word processor software

3 1 a 2 b 3 c 4 a 5 b

15 محافظة أسيوط – نموذج (1)

1 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗

2 1 c 2 b 3 b 4 b 5 c 6 b 7 a 8 a 9 b 10 c

16 محافظة قنا – نجع حمادي

1 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

2 1 c 2 b 3 a 4 c 5 b

3
1. digital footprint
2. Skype
3. asynchronous communication
4. piracy
5. Paint

17 محافظة بورسعيد

1
1. Piracy
2. Paint program
3. Digital citizenship
4. EKB
5. margin

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

3 1 a 2 b 3 b 4 c 5 a

18 محافظة السويس

1 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗

2 1 a 2 b 3 c 4 a 5 b

3
1. EKB
2. synchronous communication
3. chat room
4. Digital citizenship
5. Digital footprint

19 محافظة الإسكندرية – المنتزه أول – نموذج (2)

1 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✗

2 1 a 2 c 3 b 4 b 5 a 6 c 7 c

20 محافظة المنوفية – إدارة شبين الكوم

1 b 2 b 3 c 4 a 5 b 6 a 7 c 8 b 9 b 10 b 11 c 12 a 13 a 14 c 15 a

Vocabulary

Concept 3 - Lesson 1

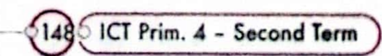
English	Arabic	English	Arabic
Active Explorer	المستكشف النَّشط	Good relationships	علاقات جيدة
Cultural	الثقافي	Organizations	منظمات
Anthropologist	خبير بعلوم الإنسان الثقافية	Services	خدمات
Technologist	خبير تكنولوجي	Traveling	السفر
Filmmaker	صانع أفلام	Book	حجز
Digital technology	التكنولوجيا الرقمية	Tickets	تذاكر
Solutions	حلول	Easiness	سهولة
Positive way	شكل إيجابي	Button click	ضغطة زر
Successful	ناجح	Historical sites	مواقع تاريخية
Digital citizens	مواطنون رقميون	Cultural sites	مواقع ثقافية
Digital communication	التكنولوجيا الرقمية	Egyptian Knowledge Bank	بنك المعرفة المصري
Exchanging opinions	تبادل الآراء		

Concept 3 - Lesson 2

English	Arabic	English	Arabic
Digital Citizenship	المواطنة الرقمية	Monitor	راقب
Ability	القدرة	Consent	موافقة
Safe	آمِن	Rights	حقوق
Responsible	مسئول	Responsibilities	مسئوليات
Digital Footprint	البصمة الرقمية	Piracy	القرصنة
Record	تسجيل	Content	محتوى
Respect others	احترم الآخرين	Source	مصدر
Password	كلمة مرور	Rate	قيم
Websites	مواقع إلكترونية	Useful	مفيد
Wisely	بحكمة	Waste of time	مضيع للوقت
Stress	ضغط	Joy	سعادة

Concept 3 - Lesson 3

English	Arabic	English	Arabic
Digital citizen	الشخص الرقمي	Unexpected factors	عوامل غير متوقعة
ICT	تكنولوجيا الاتصالات والمعلومات	Learning	التعلُّم
Share	مشاركة	Teaching	التعليم
Egyptian government	الحكومة المصرية	Meal	وجبة
Achieve	تحقيق	Socializing	وسائل التواصل الاجتماعي
Educational system	نظام تعليمي	Classmates	زملاؤك في الفصل
Skills	مهارات	Project	مشروع
Ensure/make sure	التأكد	Chatting	دردشة
Educational materials	مواد تعليمية	Common interests	اهتمامات مشتركة
Speech difficulties	صعوبات بالكلام		



Concept 3 - Lesson 4

Synchronous Communication	التواصل المتزامن	Instant Messaging	المراسلة الفورية
Asynchronous Communication	التواصل غير المتزامن	Mobile application	تطبيق الهاتف المحمول
Video chats	محادثات الفيديو	Chat rooms	غُرَف الدردشة
TV shows	البرامج التلفزيونية	Topic	موضوع
Recorded educational programs	البرامج التعليمية المسجلة	Web browser	متصفح للإنترنت
E-mail	البريد الإلكتروني	Texts	نصوص
Speaker	مُكبِّر صوت	Audio recordings	تسجيلات صوتية

Concept 3 - Lesson 5

Electronic Communication	الاتصال الإلكتروني	Polite	مؤدب
Create a link	إنشاء رابط	Helpful	متعاون
Conversation	محادثة	Informal way	طريقة غير رسمية
Allowed to enter	السماح لك بالدخول	Short phrases	عبارات قصيرة
Clicking	الضغط	Full sentences	جمل كاملة
Icon	أيقونة	Symbols	رموز
Mute microphones	إغلاق الميكروفون	Common	شائع
Dress appropriately	ارتدِ ملابس مناسبة	Grammar	قواعد نحوية
Public place	مكان عام	Greeting	التحية
Background	خلفية	Ending	الختام
Simply	ببساطة	Attachments	مرفقات
Reply	رد	Accurate	دقيقة
Access	الوصول أو المرور	Secure	آمنة

Concept 3 - Lesson 6

Online Learning Environments	بيئات التعلم عبر الإنترنت	Various topics	موضوعات مختلفة
Communicate	تواصل	Digital articles	مقالات رقمية
Virtual lessons	دروس افتراضية	Mapmaker Interactive	مصمم خرائط تفاعلي
Homework	واجبات منزلية	Mapping tools	أدوات رسم الخرائط
Assignments	مهام دراسية	Vlaby	فلابي
Electronic library	مكتبة إلكترونية	Conduct laboratory experiments	إجراء تجارب معملية
Reliable	موثوقة	Valuable	غنيَّة بالمعلومات

Concept 3 - Lesson 7

Plan	خطة	Reliable sources	مصادر موثوقة
Reliable content	محتوى موثوق	Unreliable sources	مصادر غير موثوقة
Digital research	البحث الرقمي	Experts	خبراء
Consult	يستشير	Verified	متحقق منها

Vocabulary

Evaluate	يقيم	Professional	احترافية
Detailed notes	ملحوظات مفصلة	Errors	أخطاء
Document	توثيق	Lies	أكاذيب
Outline	مخطط	Conclusion	استنتاجات

Concept 3 - Lesson 8

Synchronous communication	تواصل متزامن	Issues	مسائل
Asynchronous communication	تواصل غير متزامن	Preparation	تحضير
Simultaneously	متزامن	Sensitive	حساسة
Consult	استشر	Complex	معقدة
Urgent	مُلحة	Situation	موقف
Conveyed = Transmitted	تنقل		

Concept 4 - Lesson 1

Founder	مُؤسِّس	Wildlife	الحياة البرية	Augmented reality	الواقع المعزز
Organization	منظمة	Environment	بيئة	Track	تتبع
Information technology	تكنولوجيا المعلومات	Strengthen	يقوي	Individually	على حدة
Expert	خبير	GPS	برنامج تحديد المواقع		

Concept 4 - Lesson 2

Problem	مشكلة	Price	سعر	Rules	القواعد
Location	موقع	Colleagues	زملاؤك	Keyboard	لوحة المفاتيح
Date	تاريخ	Items	أغراض	Word Program	برنامج معالج الكلمات

Concept 4 - Lesson 3

Presentation	تقديم	Publisher	برنامج النشر المكتبي	Audience	جمهورك
Design	يصمم	Updated	محدث	Font	خط
Poster	ملصق رقمي	Margins	الهوامش	Simplicity	البساطة
Billboard	لوحة إعلانية	Edges	أطراف	Get message across	إيصال رسالتك
PowerPoint	برنامج العروض التقديمية	Space	مساحة	Background	الخلفية
Word	برنامج معالج الكلمات	Crowded	مزدحم	High quality	جودة عالية

Concept 4 - Lesson 4

Assessment	تقييم	Experienced	اختبروا	Questionable source	مصدر مشكوك به
Surroundings	البيئة المحيطة	Influenced	تأثروا به	Unreliable source	مصدر غير موثوق
Publications	مطبوعات	Author	مؤلف	Institution	مؤسسة

Articles مقالات	Respectable organization مؤسسة محترمة	Confuses يخلط رأيه
Newspapers صحف	Evidence أدلة	Excel spreadsheets برنامج الجداول الحسابية
Encyclopedias موسوعات	Opinion رأي	Columns أعمدة
Web browser محرك بحث	Facts حقائق	Rows صفوف
Specialized websites مواقع متخصصة	Bias تحيُّز	Automatically آليًا
Interviews مقابلات	Reliable source مصدر موثوق	Processor معالج

Concept 4 - Lesson 5

Algorithms الخوارزميات	Ingredients مكونات	Wipe امسح
Keywords الكلمات المفتاحية	Crush اطحن	Go straight ahead اتجه للأمام مباشرة
Relevant متعلقة	Tahini طحينة	Turn right انعطف لليمين
Database قاعدة بيانات	Salad سلطة	Mathematics مادة الرياضيات
Recipe وصفة	Dust غبار	

Concept 4 - Lesson 6

Coding البرمجة	Maze متاهة	Exit الخروج
Animations مؤثرات حركية	Instructions إرشادات	Enter الدخول

Concept 4 - Lesson 7

Graphic Art فن الجرافيك	Fill colors تعبئة الألوان	Sprayer فرشاة الألوان
Microsoft Paint برنامج الرسام	Drag اسحب	Eraser المِمْحاة
Accessories الملحقات	Oval shape شكل بيضاوي	3D models ثلاثية الأبعاد
Icon أيقونة	Mouse الفارة	Schematic drawings الرسوم التخطيطية
Menu bar شريط المهام	Insert إدراج	
Toolbox مربع الأدوات		

Concept 4 - Lesson 8

Microsoft PowerPoint برنامج العروض التقديمية	Slide شريحة إلكترونية	Visuals مؤثرات
Blank Presentation عرض تقديمي فارغ	Title عنوان	Avoid تجنب
Tab علامة تبويب	Section جزء مخصص	Encourage يشجع